

Notice of meeting and agenda



Midlothian Council

Venue: Council Chambers, Midlothian House, Dalkeith, EH22 1DN

Date: Tuesday, 16 August 2016

Time: 14:00 - 17:00

John Blair
Director of Resources

Contact:

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Further Information:

This is a meeting which is open to members of the public.

Audio Recording Notice: Please note that this meeting will be recorded. The recording will be publicly available following the meeting, including publication via the internet. The Council will comply with its statutory obligations under the Data Protection Act 1998 and the Freedom of Information (Scotland) Act 2002.

1 Welcome, Introductions and Apologies

Including any apologies received from Members who are unable to attend.

2 Order of Business

Including notice of new business submitted as urgent for consideration during the meeting.

3 Declarations of Interest

Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

4 Deputations

No deputations received for consideration

5 Minutes of Previous Meeting

- | | | |
|------------|--|----------------|
| 5.1 | Note of Meeting of Midlothian Council of 17 May 2016 – submitted for approval as a correct record. | 5 - 16 |
| 5.2 | Note of Meeting of Midlothian Council of 28 June 2016 - submitted for approval as a correct record | 17 - 40 |
| 5.3 | Minutes of Meeting of Midlothian Integration Joint Board held on 16 April 2016 - submitted for noting. | 41 - 50 |

6 Questions to the Council Leader

No questions submitted for consideration

7 Motions

Notice of Motion - Councillor Baxter, seconded by Councillor Pottinger

8 Public Reports

- | | | |
|------------|--|-----------------|
| 8.1 | Schedule of Meeting dates 2016-17 - General Purposes Committee - Report by Director, Resources | 53 - 56 |
| 8.2 | Parking in Midlothian - Report by Head of Commercial Operations | 57 - 62 |
| 8.3 | Participatory Budgeting - Report by Director, Education, Communities and Economy | 63 - 114 |

- 8.4** Strategic Development Plan for Edinburgh and South East Scotland - Proposed Plan - Report by Head of Communities and Economy **115 - 118**
- 8.5** Gorebridge Family Learning Centre - Report by Director, Education, Communities and Economy **119 - 122**

9 Private Reports

THE COUNCIL IS INVITED (A) TO CONSIDER RESOLVING TO DEAL WITH THE UNDERNOTED BUSINESS IN PRIVATE IN TERMS OF PARAGRAPH (S) 6 AND 9 OF PART 1 OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973 – THE RELEVANT REPORTS AND THEREFORE NOT FOR PUBLICATION; AND (B) TO NOTE THAT NOTWITHSTANDING ANY SUCH RESOLUTION, INFORMATION MAY STILL REQUIRE TO BE RELEASED UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 OR THE ENVIRONMENTAL INFORMATION REGULATIONS 2004

- 9.1** Paradykes and Roslin Primary Schools Update - Report by Director, Resources



Midlothian Council

Date	Time	Venue
17 May 2016	2pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Provost Wallace	Depute Provost Coventry
Councillor Johnstone – Leader of the Council	Councillor Constable – Depute Leader of the Council
Councillor Baxter	Councillor Beattie
Councillor Bryant	Councillor de Vink
Councillor Imrie	Councillor Milligan
Councillor Montgomery	Councillor Muirhead
Councillor Parry	Councillor Pottinger
Councillor Rosie	Councillor Russell
Councillor Young	

Religious Representatives (Non-voting observers for Education Business):

Mr V. Bourne	

In attendance:

1. Apologies

- 1.1 It was noted that apologies had been received from Councillor Bennett.
- 1.2 It was also noted that apologies had been received from the Director, Resources, Head of Finance and Integrated Service Support, Rev. Ruth Halley, and Margaret Harkness

2. Order of Business

- 2.1 The order of business was confirmed as outlined in the agenda that had been circulated.

3. Declarations of interest

- 3.1 The Provost requested that any Elected Member who had to declare an interest in a particular item to do so as the item arose.
- 3.2 The Provost declared an interest in item 8.7 and the Provost confirmed that for that item of business he would hand the Chair to the Depute Provost.
- 3.3 Councillors Montgomery and Russell also declared an interest in item 8.7.

4. Deputations

- 4.1 The Provost confirmed that no deputations had been received within the required timescale.

5. Minutes of Previous Meetings

- 5.1 The minutes of the meeting of Midlothian Council on 22 March 2016 were submitted and approved as a correct record.

The Provost noted that he had made contact with Brussels and the Belgian Consulate to convey Midlothian Council's condolences in light of the horrific events which had been acknowledged.

- 5.2 The following minutes were presented to the Council for noting and consideration of any recommendations therein:

Meeting	Date of Meeting	Response from the Council
Cabinet	1 March 2016	Noted
Cabinet	1 March 2016	Noted
Local Review Body	8 March 2016	Noted
Performance, Review and Scrutiny Committee	8 March 2016	Noted
Performance, Review and Scrutiny Committee	9 March 2016	Noted
Performance, Review and Scrutiny Committee	9 March 2016	Noted
Audit Committee	15 March 2016	Noted

6. Questions to the Leader of the Council

6.1 It was noted that no questions had been submitted for consideration.

7. Notices of Motions

7.1 It was noted that no motions had been submitted for consideration.

8. Reports

Agenda No.	Report Title	Presented by:
8.1	Midlothian Local Scrutiny Plan 2016-17	Chief Executive

Outline of report and summary of discussion

The report was presented by the Chief Executive and informed the Council of the Local Scrutiny Plan 2016/17 provided by Audit Scotland.

Councillor Johnstone was heard in support of the recommendations and following a short debate the Council agreed to the recommendations.

Decision

The Council agreed to:-

- a) Note the Local Scrutiny Plan 2016/17

Report No.	Report Title	Presented by:
8.2	Midlothian Local Development Plan	Head of Communities and Economy

Outline of report and summary of discussion

The Council heard from the Head of Communities and Economy who presented the report dated 10 May 2016 informing the Council of the responses to representations received to the Proposed Midlothian Local Development Plan (MLDP), to proposed changes to the plan arising from those representations and seeking approval from the Council for the submission of the proposed MLDP to the Scottish Ministers.

The Council then heard from Councillor Bryant who spoke in support of the recommendations further highlighting the risk of any further delay in adopting the plan.

Councillor Milligan was then heard highlighting the problem of infrastructure in Midlothian and the need to ensure that this is taken into account and further investment in infrastructure is required. Further Councillor Milligan raised concerns in relation to the capacity and frequency of the Waverley Line service. Councillor Milligan also highlighted the pressures on surgeries and particularly the difficulty Midlothian has in attracting general practitioners. Coupled with this Councillor Milligan raised concerns over the pressures on local schools.

Councillor Young was then heard in support of the point Councillor Milligan in relation to infrastructure particularly from the perspective of engaging local communities with the plan whereby people are in support of additional homes but have concerns about the infrastructure requirements which are outwith the control of the Local Authority and rest with the Scottish Government.

Councillor Muirhead was heard in support of Councillors Milligan and Young's concerns.

Following this Councillor Baxter confirmed that he was still opposed to the plan but agreed that there should be no further delay in presenting it to the Scottish Ministers. For clarification Councillor Baxter noted his disappointment at the fact that he felt the Transport Strategy was unrealistic and further was disappointed at the fact there was no appetite to extend heavy/light rail networks.

Following further comments from Councillors Rosie and Beattie the Council resolved to agree to the recommendations within the report.

Decision

The Council agreed to:-

- a) Approve the responses to the representations and those cases identified in Appendix 7 of the report as the recommended position in respect of modifying the Proposed Plan;
- b) Make the list of summaries and responses to the representations available to view online, on the public access terminal in Fairfield House and to make it available in electronic document format on request;
- c) Direct the Planning Manager to make the necessary arrangements to submit the Proposed Plan and summary of unresolved issues to Scottish Ministers by end of June 2016 (subject to liaison with the Directorate of Planning and Environmental Appeals); and
- d) Direct the Planning Manager to monitor progress and update Council of any changes to the proposed submission timetable and provisional examination programme.

Action

Head of Communities and Economy

Planning Manager

Report No.	Report Title	Presented by:
8.3	Strategic Development Plan for Edinburgh and South East Scotland (SESplan): Budget and Governance	Head of Communities and Economy

Outline of report and summary of discussion

The Council heard from the Head of Communities and Economy who spoke to a report dated 10 May 2016 presenting the Council with the minutes of the SESplan Joint Committee meeting of 14 December 2015 and seeking ratification for matters arising from the meeting relating to its operating budget for 2016/17 and amendments to its governance arrangements.

Councillor Bryant moved that the recommendations were accepted by the Council.

Decision

The Council agreed to:

- a) Note the minutes of the meeting of the SESplan Joint Committee meeting on 14 December 2015 and matters arising;
- b) Ratify the 2016/17 operating budget of £286,336, including member Council contributions for 2016/17 of £46,550 per authority; and
- c) Ratify the changes to the SESplan constitution, scheme of delegation and its financial rules.

Action

Head of Communities and Economy

Report No.	Report Title	Presented by:
8.4	Appointment to South East Scotland Strategic Development Plan Joint Committee	Chief Executive

Outline of report and summary of discussion

The Council heard from the Chief Executive who presented a report dated 25 April 2016 inviting the Council to confirm Midlothian Council's representation on the South East Scotland Strategic Development Plan Joint Committee by filling the outstanding Elected Member vacancy.

Councillor Bryant proposed Councillor Parry for the position which was seconded by Councillor Johnstone.

Councillor Pottinger proposed Councillor Imrie for the position which was seconded by Councillor Russell.

Following this, Elected Members voted as follows:

Seven Councillors voted for Councillor Imrie and eight voted for Councillor Parry which accordingly became the decision of the Council.

Decision

The Council agreed to:

- a) Councillor Parry filling the outstanding Elected Member vacancy on the South East Scotland Strategic Development Plan Joint Committee.

Action

Democratic and Document Services Manager

Report No.	Report Title	Presented by:
8.5	Community Empowerment Act Consultation	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Director, Education, Communities and Economy presented a report to the Council which sought approval of Midlothian Council's response to the formal consultation on the statutory guidance and regulations emerging from the Community Empowerment Act. The consultation is due to close on 13 June 2016.

Councillor Bryant moved that the recommendations contained within the report were approved by the Council which was further supported by Councillor Parry who also commented that she felt the proposed response was really good.

Councillor Muirhead sought clarification as to what the term 'asset transfer body' meant and further asked as to what safeguards would be in place in relation to competing asset requests. The Communities and Performance Manager subsequently provided the clarification.

Councillor Muirhead also raised concerns in relation to how individual bodies would be protected in their use of assets which was echoed by Councillor Milligan.

Councillor Parry sought clarification as to whether additional comments could be made to the consultation response which was confirmed by the Communities and Performance Manager.

Decision

The Council agreed to:

- a) Approve the response to the consultation.

Action

Director, Education, Communities and Economy

Report No.	Report Title	Presented by:
8.6	Midfest	Head of Property and Facilities Management

Outline of report and summary of discussion

The Head of Property and Facilities Management presented a report dated 5 May 2016 advising the Council of the successes and outcomes of Midfest 2015 and outlining the options going forward for the Midfest 2016 festival.

Councillor Rosie commented that the event had proved to be successful and moved that the recommendations contained within the report were accepted along with an additional recommendation:

'(e) Instruct the Director, Resources to present a further report in December 2016 in relation to what happened specifically in respect of the financial situation and the benefits to the community in partnership with Visit Scotland.'

Councillor Milligan agreed with Councillor Rosie in relation to the benefits to Midlothian of the festival and raised concerns if it is raining when the event takes place what would be the contingency around this. The Head of Property and Facilities Management confirmed that this was a risk.

Councillor Muirhead requested clarity as to how much the Council was underwriting the event coupled with raising concerns in relation to the feedback from the Gala Day Committees.

Councillor Milligan confirmed he agreed that the recommendations including the additional recommendation proposed by Councillor Rosie should be accepted by the Council.

Decision

The Council agreed to:

- a) Note the success of Midfest 2015;
- b) Note the resource implications particularly arising from the Sunday event;
- c) Instruct the Director, Resources to continue to explore opportunities for reducing costs and maximising external funding opportunities should the event continue in 2016;
- d) Approve the entry charges as set out in the report; and
- e) Instruct the Director, Resources to present a further report in December 2016 in relation to what happened specifically in respect of the financial situation and the benefits to the community in partnership with Visit Scotland.

Action

Head of Property and Facilities Management

Sederunt – Councillors Montgomery, Russell and Wallace having declared and interest in the following item of business left the Chamber at this point and Councillor Coventry assumed the role of Chair

Report No.	Report Title	Presented by:
8.7	Lothian Mineworkers Convalescent Home	Joint Director, Health and Social Care

Outline of report and summary of discussion

The Joint Director, Health and Social Care spoke to the report dated 9 May 2016 which updated the Council on the review of the previous service level agreement between Midlothian Council and the Lothian Mineworkers Convalescent Home.

Councillor Johnstone spoke of her appreciation of the value that the Trust had to the people of Midlothian and that the funding situation should be read in the context of the current financial situation within the Council. Further Councillor Johnstone proposed that the recommendations should be amended as follows:

'(iii) The granting of transitional funding of £4,000 for 2016/17 only to facilitate appropriate amendments to the Home's pricing policy to ensure the service's financial sustainability. This is conditional on instructing the Director Resources to work directly with the Trust to explore funding and financial arrangements and encourage the Trust to apply for the funding streams that open in the Autumn of each year. One is the Health and Physical Activity Grant Stream. There will always be help from Council Officers and the MVA to complete these forms to maximise the possibility to get the most grant available.'

Councillor Parry seconded the recommendation of Councillor Johnstone.

The Council then heard from Councillor Pottinger who recommended the following amendment to the recommendations:

'(iii) The granting of transitional funding of £4,000 for 2016/17 as a one off payment and Midlothian efforts are made to return the funding to the previous 15/16 levels.

(iv) To continue discussion with the Mineworkers Home and their Committee on a suitable long term funding solution.'

The Council then heard from Councillor Imrie who, in seconding Councillor Pottinger's move, spoke of his disappointment in relation to the report and further spoke of his concerns in relation to the funding of the home given the importance of the facility for the people of Midlothian.

Councillor Parry was then heard in support of the view that a long term solution should be sought for the Home and confirmed that there were other funding opportunities that needed to be explored to facilitate this.

Councillor Baxter then provided the Council with his view that the charging policy for the Home needed to be reviewed which would support the funding challenges the Home was facing.

Following the discussion the Council voted in respect of the two motions that had been presented.

Five Members voted in favour of Councillor Pottinger's motion and nine Members voted in favour of Councillor Johnstone's motion which accordingly became the decision of the Council.

Decision

The Council agreed:

- a) That the Lothian Mineworkers Convalescent Home provides good value for Midlothian residents who use the service;
- b) That the re-instatement of a service level agreement is not consistent with Council policy on the funding of health and social care services; and
- c) To the granting of transitional funding of £4,000 for 2016/17 only, to facilitate appropriate amendments to the Home's pricing policy to ensure the service's financial sustainability. This is conditional on instructing the Director Resources to work directly with the Trust to explore funding and financial arrangements and encourage the Trust to apply for the funding streams that open in the Autumn of each year. One is the Health and Physical Activity Grant Stream. There will always be help from Council Officers and the MVA to complete these forms to maximise the possibility to get the most grant available.

Action

Joint Director, Health and Social Care

Director, Resources

Sederunt – Councillors Montgomery, Russell and Wallace returned to the Chamber at this point and Councillor Wallace assumed the role of Chair

Report No.	Report Title	Presented by:
8.8	Housing Allocation Policy Review	Head of Customer and Housing Services

Outline of report and summary of discussion

The Head of Customer and Housing Services presented a report dated 17 May 2016 which outlined the review of the Council's Housing Allocation Policy and providing recommendations for changes in order that the Policy continues to address local needs and takes account of the Housing (Scotland) Act 2014 legislative changes.

Councillor Parry moved that the recommendations were accepted and following a brief discussion, the Council agreed the recommendations contained within the report.

Decision

The Council agreed:

- a) To note the positive response to consultation with tenants and prospective tenants in relation to the Housing Allocation Policy;
- b) To the recommended changes to the Housing Allocation Policy detailed within section 3.3 of the report;
- c) To the communication of the findings of the Consultation Report and the main changes to the Allocation Policy to tenants and prospective tenants;
- d) To the publication of a revised Housing Allocation Policy which incorporates the agreed recommendations; and
- e) To the purchase of 10 'buy back' properties to increase the supply of affordable housing in areas of high housing need.

Action

Head of Customer and Housing Services

Report No.	Report Title	Presented by:
8.9	Creating a World-Class Education System	Head of Education

Outline of report and summary of discussion

The Head of Education presented a report dated 25 April 2016 which provided an overview of secondary school examination attainment in session 2014-15 using the new senior phase national benchmarking attainment measures, called 'Insight'. Further the report requested Council approval to adopt the term 'Achieving a Level' in line with the National Improvement Framework, as a replacement to the assessment language which is currently in place.

Councillor Constable welcomed the contents of the report and congratulated pupils and staff and further moved that the recommendations were accepted by Council.

Victor Bourne echoed Councillor Constable's comments and commented that Visible Learning was a fantastic initiative creating a culture of pupil focussed development.

Councillor Muirhead was then heard in support of the report and commented on areas of multiple deprivation in particular the discrepancies in attainment.

Following further comments by Councillors de Vink and Coventry, the Council accepted the recommendations in the report.

Decision

The Council agreed:

- a) To note the significant improvements in performance outline in this report;
- b) To Note the next steps for improvement outline within the report;
- c) To provide a report to Council in June outlining progress with Visible Learning;
- d) To hold a seminar on Visible Learning prior to the June Council meeting;
- e) To approve the term 'achieving a level' in line with the new National Improvement Framework be adopted which will replace the existing assessment terminology.

Action

Head of Education

9. Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Council agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 6, 9 and 10 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

- (a) Dalkeith Town Centre – Regeneration Feasibility Study – Approved
- (b) Structural Safety of Midlothian Schools – Approved
- (c) Asset Management Rationalisation – EwiM Phase 3 Depot – Approved
- (d) Straiton Bing – Approved
- (e) Educational Use of Former Hopefield Primary School Site – Approved
- (f) Gorebridge Community Development Trust Hub Project - Approved



Midlothian Council

Date	Time	Venue
28 June 2016	2pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Provost Wallace	Depute Provost Coventry
Councillor Johnstone – Leader of the Council	Councillor Constable – Depute Leader of the Council
Councillor Baxter	Councillor Beattie
Councillor Bennett	Councillor Bryant
Councillor de Vink	Councillor Imrie
Councillor Milligan	Councillor Muirhead
Councillor Parry	Councillor Pottinger
Councillor Rosie	Councillor Russell
Councillor Young	

Religious Representatives (Non-voting observers for Education Business):

Mrs M. Harkness	Mr V. Bourne

In attendance:

Sederunt – Prior to the commencement of the meeting the Provost requested the meeting to observe a one minute silence in respect of Jo Cox MP

1. Apologies

1.1 It was noted that apologies had been received from Councillor Montgomery.

2. Order of Business

2.1 The order of business was confirmed as outlined in the agenda that had been circulated.

2.2 It was further noted a replacement paper had been circulated in relation to item 8.1 – Appointments to Outside Bodies. This was due to the fact that additional information had been received in respect of the constitution of Midlothian Access Forum.

2.3 It was further noted that an additional report had been circulated in relation to Review of Local Government Workers Pay and Grading and was to be heard as agenda item 8.23

2.4 It was further noted that the Provost had requested that motion 7.2 would be heard first followed by motion 7.1.

3. Declarations of interest

3.1 The Provost requested that any Elected Member who had to declare an interest in a particular item to do so as the item arose.

3.2 Councillors Milligan, Pottinger, Constable and Johnstone all declared an interest in item 8.7 as members of the Midlothian Integration Joint Board.

4. Deputations

4.1 It was noted that no deputations had been received for consideration at this meeting.

5. Minutes of Previous Meetings

5.1 The minutes of the special meeting of Midlothian Council on 8 June 2016 were submitted and approved as a correct record.

5.2 The following minutes were presented to the Council for noting and consideration of any recommendations therein:

Meeting	Date of Meeting	Response from the Council
Cabinet	19 April 2016	Noted
Planning Committee	1 March 2016	Noted
Planning Committee	19 April 2016	Noted
General Purposes Committee	23 February 2016	Noted

Appeals Committee	8 March 2016	Noted
Local Review Body	26 April 2016	Noted
Audit Committee	10 May 2016	Noted
Police and Fire and Rescue Board	23 February 2016	Noted

6. Questions to the Leader of the Council

6.1 It was noted that no questions had been submitted to the Leader for consideration.

7. Notices of Motions

Motion No.	Motion Title	Proposed by:	Seconded by:
7.2	Jo Cox MP	Councillor Milligan	Councillor Russell

Motion:

Midlothian Council shares the nation's shock and horror at the killing of the Batley and Spen MP Jo Cox on Thursday, and endorses the sentiments of her husband that "we all unite to fight against the hatred that killed her".

Council agrees to write to her family on behalf of the people of Midlothian to express our deepest and heartfelt condolences.

Summary of discussion

The Council heard from Councillor Milligan who presented the motion. The motion was seconded by Councillor Russell who further spoke of the MP's abilities and the inspiring comments that she had read in relation to Jo Cox and further that these should form the positive legacy of the MP.

Councillor Johnstone was then heard in support of the motion, further stating that Councillors should consider personal safety in respect of their work.

Decision

The Council agreed to write to the family expressing the people of Midlothian's deepest and heartfelt condolences.

Action

Democratic Services/ Member Services

Motion No.	Motion Title	Proposed by:	Seconded by:
7.1	European Union Referendum	Councillor Parry	Councillor Johnstone

Motion:

The Council notes the result of the EU Referendum of Thursday 23 June 2016.

Summary of discussion

The Council heard from Councillor Parry who confirmed the motion had been tabled prior to the result of the referendum and further that she was happy to move this part of the motion and allow her colleagues to move the amendment.

Councillor Coventry then moved the amendment to the motion as follows:

While the council notes the result of the EU Referendum of Thursday 23rd June 2016; Council welcomes and notes that Midlothian and Scotland voted overwhelmingly to remain in the European Union. This was a vote to protect our place in the world's biggest single market and the jobs which depend upon it. Furthermore to those individuals from other countries who have moved to Midlothian, we express our view that you all remain welcome here; Midlothian and Scotland is your home and your contribution is greatly valued. We therefore welcome the First Ministers determination to ensure that Scotland is not forced out of the EU against the democratic wishes of the Scottish people.

Councillor Baxter was then heard in support of the amendment and formally seconded the amendment. Further Councillor Baxter expressed his concerns in relation to the impact of leaving the European Union including freedom to travel; employment rights; studying abroad; access to internal trading market; anti discrimination legislation; consumer protection; anti-pollution laws; and research and innovation funding.

The Council then heard from Councillor Milligan who agreed with the sentiment within the motion, however, moved that the last sentence of the amendment be removed as he felt there was no way of quantifying the impact of such a statement.

Throughout the debate that followed, Councillor Muirhead formally seconded the motion of Councillor Milligan and ultimately the Council took a vote.

Seven Councillors voted in support of Councillor Milligan's proposed amendment and ten Councillors voted against. Ten Councillors voted in support of the motion and no Councillors voted against. It was the clear intention of the Council that the motion which was passed by ten votes to nil was the motion proposed by Councillor Parry as amended by the wording proposed by Councillor Coventry. However, the verbatim record of the debate discloses that Councillor Coventry's amendment was not formally assumed into the motion and accordingly, despite the intent of the Council, no decision was made.

8. Reports

Agenda No.	Report Title	Presented by:
8.1	Appointments to Outside Bodies	Director, Resources

Outline of report and summary of discussion

The revised report was presented by the Director, Resources which sought to inform the Council of the work that had been completed to clarify the Council representation on outside bodies.

Councillor Johnstone moved the recommendations be accepted by Council.

Decision

The Council agreed to:

- (a) Note the Council's representation on Outside Bodies.

Report No.	Report Title	Presented by:
8.2	Financial Strategy 2016/17 – 2021/22	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report dated 22 June 2016 which provided Council with an update on the Financial Strategy encompassing the years 2017/18 to 2020/21. This included an update on future years Scottish Government Grant prospects; Budget projections for 2017/18 to 2020/21; an update on the existing and proposed change programmes aimed at addressing the projected budget gaps; the proposed timetable for the 2017/18 budget; and an update on the reserves.

Councillor Parry was heard in support of the recommendations confirming her view that the Council should continue to focus on its savings programme and be prepared and prudent particularly in light of the EU Referendum. She also stated that the Council should continue to consult with the residents of Midlothian in formulating these plans.

Councillor Milligan was then heard expressing his concerns in relation to the implications of the financial position and asked that where possible Officers provide information to Elected Members as soon as practicable to allow them to have input to the proposals and would expect regular updates at Council meetings.

Councillor Beattie was heard expressing her concerns in relation to the Local Government Pension scheme which were responded to by the Head of Finance and Integrated Service Support.

Decision

The Council agreed to:-

- a) Note the position in respect of the Scottish Government Grant Settlement as set out in section 2 and endorse the central planning assumption of 3.3% annual reduction in grant settlements;
- b) Note the current projected cost of services, key assumptions and resultant budget shortfalls as set out in section 3 and endorse the key assumptions on which the budget projections are based;
- c) Note the role the current and developing strands of the Change Programme and relevant impact on the Financial Strategy as set out in tables 3 and 4;
- d) Note that the strands of the Change Programme will provide the means to identify options to address projected budget shortfalls;
- e) Agree the timetable set out in section 7 of the report;
- f) Note that the projections at this time indicate that a budget gap of £7.740 million for 2017/18 rising to £ 28.671 million by 2020/21, though these are heavily dependent on the assumptions detailed in the report; and
- g) Otherwise note the contents of the report.

Action

Head of Finance and Integrated Service Support

Report No.	Report Title	Presented by:
8.3	Implementation of the Children and Young People (Scotland) Act	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Council heard from the Director, Education, Communities and Economy who presented the report which sought to update the Council with an update on the implementation of the Children and Young People (Scotland) Act 2014.

In moving that the recommendations be accepted Councillor Constable further moved an amendment that the first recommendation should be changed to:

- a) *Welcome the Scottish Government's intention to increase the provision of free early learning and childcare to 1140 hours per year by 2021 and consider how this will be resourced;*

In supporting the recommendations, Councillor Muirhead expressed his concerns in relation to the challenges of infrastructure in achieving the revised provision. Further Councillor Muirhead suggested that during any extension or new building works within schools that these provisions should be taken into account.

The Council then heard from Councillor Beattie who spoke in support of Councillor Constable's proposed amendment. Further Councillor Beattie recounted that in implementing the Early Years legislation, the Council was recognised as an exemplar across Scotland and expressed her belief that the Council had the resource in place to meet the challenge for the updated legislation.

Councillor Muirhead then confirmed that he was seconding Councillor Constable's proposed amendment to the recommendations within the report.

Decision

The Council agreed to:

- a) Welcome the Scottish Government's intention to increase the provision of free early learning and childcare to 1140 hours per year by 2021 and consider how this will be resourced;
- b) Note the continued work of the Council and its partners implementing and preparing for the implementation of the provisions of the Act;
- c) Note the named person aspect of legislation is still subject to legal proceedings; and
- d) Note the new GIRFEMC Children's services plan will be approved at GIRFEMC board in June 2016.

Report No.	Report Title	Presented by:
8.4	Participation Measures and Positive Destinations	Head of Education

Outline of report and summary of discussion

The Council heard from the Head of Education who presented the report dated 22 June 2016 which outlined the progress that Midlothian Council and partners have made in relation to positive destination of school leavers, as validated in the Summary Statistics for Attainment, Leaver Destinations and Healthy Living, No6. 2016 Edition published 22nd June 2016. Further the Head of Education presented a summary of the work of the Developing the Young Workforce Board and the Lifelong Learning and Employability Service.

Councillor Constable moved that the Council accept the recommendations contained within the report and following a short discussion with contributions from Councillors Muirhead, Coventry and Young and responses from the Head of Education agreed to do so.

Decision

The Council agreed to:

- a) Note the five year positive trend in supporting young people to achieve a

sustained positive destination and support the renewed efforts required to increase those achieving a positive destination;

- b) Note this is Midlothian's highest recorded sustained destinations to date and is 1.0% higher than the national average;
- c) Congratulate pupils, parents, staff and all partners on delivering such a positive increase in sustained destinations; and
- d) Note the focus areas for attention prioritised by the Developing Midlothian's Young Workforce Board (DSYWB) and the progress made to date.

Report No.	Report Title	Presented by:
8.5	Creating a World-class Education System – Visible Learning	Head of Education

Outline of report and summary of discussion

The Council heard from the Head of Education who presented a report which provided the Council with a summary of the progress with Visible Learning in Schools.

The Provost commented on how well the Visible Learning seminar for Elected Member had been received.

Councillor Constable in agreeing with the Provost's comments moved that the recommendations contained in the report be agreed by the Council.

Decision

The Council agreed to:

- a) Note the progress made in the development of Visible Learning across Midlothian schools.;
- b) To approve the continued focus on developing Visible Learning with the appropriate professional learning opportunities for staff; and
- c) To congratulate members of the Educational Psychology Service and Education team who presented at the Visible Learning World Conference.

Report No.	Report Title	Presented by:
8.6	Edinburgh and South East Scotland City Region Deal Update	Chief Executive

Outline of report and summary of discussion

The Chief Executive presented the report dated 13 June 2016 which provided an

update on the progress towards securing from the UK and Scottish Governments a City Deal for the Edinburgh and South East Scotland region. In conclusion the Chief Executive asked the Council to approve an amendment to the second recommendation within the report which he recommended should read:

ii) approves in principle the formation of a Joint Committee of the six Councils and that its scope of operation is prepared for further approval by the six Councils.

Councillor Johnstone in moving that the recommendations be approved expressed her concern in relation to the impact of the Brexit vote on City Deals.

Councillor de Vink sought clarity as to whether there were alternative methods of funding which the Head of Finance and Integrated Service Support confirmed that the City Deal was still very much at early stages and Council was being asked to earmark funds at this stage.

Councillor Baxter expressed his view that the infrastructure proposals for Midlothian required further discussion and suggested a strategic approach for the people of Midlothian.

The Council then heard from Councillor Imrie who expressed his concern at the lack of ambition within the plans and his view that the infrastructure plans had not kept pace with the level of development within Midlothian.

Councillor Milligan was then heard agreeing with Councillor Imrie in relation to the lack of ambition in the plan and also he aired his view in relation to the financial impact of the plan. Further he suggested that further work could be carried out in respect of the protected railway line to Penicuik.

Following further discussion, the Chief Executive confirmed his view that Midlothian is an ambitious county and was working well given the financial constraints. Further he commented that the City Deal involves six Councils working together – with differing views and priorities.

Decision

The Council agreed to:

- a) Note the extent of progress made by the six constituent Councils in the preparation of a joint bid to the UK and Scottish Governments for a City Region Deal for Edinburgh and South East Scotland;
- b) Approve in principle the formation of a Joint Committee of the six Councils with an initial remit to prepare its scope of operation for further approval by the six Councils;
- c) The Joint Committee consider the most appropriate arrangements for the preparation of a regional economic partnership strategy;
- d) Agree the overall priorities for the City Region Deal to act as a basis for negotiation with the UK and Scottish Governments, and
- e) Note that each Council will be expected in principle to make a financial contribution towards a City Region Deal and in this respect agree to earmark £12m of the Capital Fund for City Deal.

Action
Chief Executive

Report No.	Report Title	Presented by:
8.7	Adult Care and Health Budget Setting 2016-17	Joint Director, Health and Social Care

Outline of report and summary of discussion
<p>The Joint Director, Health and Social Care presented the report dated 15 June 2016 which aimed to explain the new arrangements for budget setting for adult care services in light of the establishment of the Integration Joint Board. Further the Joint Director, Health and Social Care outlined the commitments and plans for new Social Care monies allocated to the IJB and the savings proposals to reduce expenditure in Adult Care in 2017-18.</p> <p>In moving that the Council accept the recommendations contained within the report, Councillor Johnstone also moved that an additional recommendation be considered – that the minutes of the Midlothian Integration Joint Board be received by Council for noting.</p> <p>Following a brief discussion in relation to the financial governance of the Midlothian Integration Joint Board the Council agreed to the recommendations contained in the report along with Councillor Johnstone’s additional recommendation.</p>

Decision
<p>The Council agreed to :</p> <ul style="list-style-type: none"> a) Note this report and the need for ongoing dialogue with the IJB about efficiencies and how these are achieved as part of the budget-setting process for 2017-18. b) The provision a Council seminar to consider in more depth the respective governance responsibilities of the Council and the IJB; and c) Receive future minutes of the Midlothian Integration Joint Board at full Council meetings for noting.

Action
<p>Joint Director, Health and Social Care (b)</p> <p>Democratic Services (c)</p>

Report No.	Report Title	Presented by:
8.8	School Streets	Head of Commercial Operations

Outline of report and summary of discussion

The Head of Commercial Operations presented a report to the Council dated 6 June 2016 which sought to advise the Council of the intention to progress 'School Streets' at two Midlothian Schools subject to consultation, funding awards and the necessary legal process being completed. Further it was noted that this is part of a wider project promoting sustainable transport in Midlothian.

In moving that the Council agree to the recommendations, Councillor Rosie further confirmed that Police Scotland had agreed that the proposed schools would be the best locations within Midlothian to progress 'School Streets'.

Following a brief discussion with input from Councillors Constable, Milligan and Baxter, the Council agreed to the recommendations contained within the report.

Decision

The Council agreed to :

- a) Support the introduction of 'School Streets' at Kings Park Primary, Dalkeith and Lasswade Primary, Bonnyrigg; and
- b) Request that the Director, Resources provide a follow up report after the twelve month period of monitoring.

Action

Director, Resources

Head of Commercial Operations

Report No.	Report Title	Presented by:
8.9	Ironmills Park, Dalkeith – Access Route	Head of Commercial Operations

Outline of report and summary of discussion

The Council heard from the Head of Commercial Operations who presented a report dated 10 June 2016 which sought to advise the Council on the findings of the recent consultant engineers report produced by Ironside Farrar, regarding further remedial works that are required to the access route from Cemetery Road to Ironmills Park, Dalkeith which would allow the route to be re-opened and would aim to avoid further landslips affecting adjacent property and Dalkeith Cemetery.

The Council then heard from Councillor Rosie who moved that the recommendations were accepted which was then echoed by Councillor Bryant.

Councillor Baxter requested further information in respect of whether climate change was being taken into consideration with the consultant's

recommendations to which the Head of Commercial Operations confirmed that the proposed solutions included additional drainage for that purpose.

Councillor Bennett was then heard in support of the comments and endorsed option 2 of the recommendations. This was further supported by Councillor de Vink who sought reassurances that Officers would take account of the recommendations of the consultants which the Head of Commercial Operations confirmed.

Councillor Beattie echoed Councillor Baxter's sentiments in relation to the impact of climate change and further requested further information in respect of the solution that was being proposed to which the Head of Commercial Operations confirmed he would be able to provide the Councillor with additional information in respect of this.

Decision

The Council agreed to :

- a) Note the contents of the Consultant's Report;
- b) Agree to progress Option 2, Wider soil anchoring Solutions, at a cost of £0.170 million; and
- c) Approve the addition of £0.170million to the General Services Capital Plan in 2016/17, approve a supplementary estimate of £2,975 in 2016/17 and add £14,760 to 2017/18 revenue budget to provide for the loan charges.

Action

Head of Commercial Operations.

Report No.	Report Title	Presented by:
8.10	Annual Treasury Management Report 2015-16	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Head of Finance and Integrated Service Support presented the report which sought to inform Elected Members of the Treasury Management activity undertaken in 2015/16 and the year end position.

Councillor Parry was heard in support of the recommendations and requested confirmation as to when the Treasury Management Strategy would look to review the investment and loan strategy in light of the current financial climate. The Head of Finance and Integrated Service Support confirmed there would be a mid-year review of the strategy which will be considered by Council in September followed by the strategy being brought forward to Council in February for approval to coincide with the budget setting process. The Head of Finance and Integrated Service Support further confirmed that there was ongoing review activity in relation to the Council's investments and loans.

Decision

The Council agreed to:

- a) Note the Treasury Management Annual Report for 2015/16.

Report No.	Report Title	Presented by:
8.11	General Services Capital Plan 2015-16 Final Outturn	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Head of Finance and Integrated Service Support presented a report dated 15 June 2016 which informed Members of the final outturn for 2015/16 on the General Services Capital Plan.

Councillor Parry spoke in support of the recommendations whilst raising concerns in the context of the European Union.

Decision

The Council agreed to :

- a) Note the General Services Capital Plan outturn position for 2015/16

Report No.	Report Title	Presented by:
8.12	Housing Revenue Account – Revenue and Capital Outturn 2015-16 and Capital Plan 2016-17 – 2018-19	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report dated 7 June 2016 which sought to provide the Council with the final outturn position for 2015/16 for both the Housing Revenue Account (HRA) Capital Plan and the Revenue Account. Following on from this the Head of Finance and Integrated Service Support spoke to the revised capital plan for 2016/17 to 2018/19 reflecting the carry forwards from 2015/16.

Councillor Parry spoke in favour of the recommendations commenting that strategy in respect of the quality of Council housing was now paying off with less reactive repairs, thus reducing spend and making life better for residents.

Decision

The Council agreed to :

- a) Note the contents of the report

Report No.	Report Title	Presented by:
8.13	Financial Statements for the year ending 31 March 2016	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Head of Finance and Integrated Service Support presented a report dated 22 June 2016 which sought to provide the Council with a brief overview of the main developments in the Council's Financial Statements for 2015/16 and further to confirm that the unaudited accounts have been circulated to Members.

Councillor Parry was then heard in support of the recommendations.

Decision

The Council agreed to :

- a) Endorse the contents of the report; and
- b) Approve the Council's Financial Statements for 2015/16.

Action

Head of Finance and Integrated Service Support

Report No.	Report Title	Presented by:
8.14	Financial Monitoring 2015-16 – General Fund Revenue	Head of Finance and Integrated Service Support

Outline of report and summary of discussion

The Council heard from the Head of Finance and Integrated Service Support who presented a report dated 15 June 2016 which sought to provide the Council with information on performance against revenue budget in 2015/16 and details of the material variances.

Councillor Beattie sought clarification in relation to the progress being made in respect of page 142 of the agenda pack in respect of the ongoing work to find sustainable solutions. The Head of Finance and Integrated Service Support confirmed that additional information would be provided to Councillors by the appropriate Head of Service.

Councillor de Vink highlighted a mistake on page 132 of the agenda pack which was noted.

The Council then heard from Councillor Parry who highlighted her view that it was important to have a cross party approach to the financial strategies of the Council.

The Council then heard from Councillor Milligan who asked for confirmation of the information on page 140 of the agenda pack in relation to school transport and

further on page 138 in respect of Environmental Health and Trading Standards and the predicted overspend as a result of the shared agreement with East Lothian Council. The Head of Communities and Economy provided additional information in respect of the pilot joint working arrangements between East Lothian Council and the financial impacts.

Councillor Baxter asked for clarification in relation to page 144 of the agenda pack specifically in relation to Pentland and Midfield Houses and requested an update which the Head of Customer and Housing Services provided.

Councillor Muirhead sought clarification in relation to page 149 of the agenda pack in respect of the Snow Sports Centre and the additional income generated and further sought clarification as to how the additional income is utilised. The Head of Finance and Integrated Service Support confirmed that budgets would be re-aligned in respect of the additional income.

Decision

The Council agreed to :

- a) Note the contents of the report; and
- b) Consider the financial position in the context of the Financial Strategy for 2016/17 to 2021/22

Action

Head of Finance and Integrated Service Support

Sederunt – The Provost announced a ten minute break following which the Council meeting reconvened.

Report No.	Report Title	Presented by:
8.15	National Mining Museum of Scotland	Chief Executive

Outline of report and summary of discussion

The Chief Executive presented a report to the Council which sought to inform the Council of a request received from the Chair of the National Mining Museum of Scotland (NMMS), on behalf of the NMMS Trust for further funding from the Council under a revised service level agreement between the Council and NMMS.

Councillor Johnstone moved that the Council agree to the recommendations within the report with the proviso that the money should be used to align with the Council's key priorities.

Decision

The Council agreed to :

- a) Approve a funding contribution of £40,000 to the National Mining Museum of Scotland for financial year 2016/17;

- b) Approve a supplementary estimate of £40,000 in 2016/17 to meet the funding contribution for 2016/17;
- c) The release of these funds be conditional upon continuing appropriate levels of funding being provided by the Scottish Government;
- d) The release of these funds be conditional on the terms of the current service level agreement remaining in place subject to updating, and the inclusion of the additional clauses proposed in the letter dated 22 February 2016 from the Chair of the NMMS Board to the Council's Chief Executive as may be amplified and/or amended to fully align with Council priorities; and
- e) Receive, as may be required, further reports on these matters.

Action

Chief Executive

Report No.	Report Title	Presented by:
8.16	National Employability Fund Programmes, Funding Reduction, Impact in a Midlothian Context	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Director, Education, Communities and Economy presented a report dated 8 June 2016 which aimed to explain the changed in employability funding and the implications for Midlothian. Further the Council was informed that this, along with historical income targets, has created a funding gap within Lifelong Learning and Employability.

The Council then heard from Councillor Constable who moved that the recommendations within the report be approved and this was supported by Councillor Coventry who welcomed the report.

Decision

The Council agreed to :

- a) Note that the income target of £536,000 for LLE is projected to be unachievable in 16/17 due to the combination of the historic income targets and the reduction in employability fund contracts. LLE have a predicted overspend of £162,000 for 16/17. An income target review will take place as part of the development 17/18 budget; including the resolution of the predicted overspend in 16/17;
- b) Recognise the continued negative impact of funding and service reductions for those in equality groups;

- c) Agree to the funding and delivery of a paid trainee programme for 25 young people by realigning the DYW funding from the Further Education widening access programme to direct delivery of the trainee programme;
- d) Support the LLE service to undertake the mitigating actions to support those at risk of a negative destination and reduce the funding gap; and
- e) Raise awareness of the associated issues through COSLA and other mechanisms

Action

Director, Education, Communities and Economy.

Report No.	Report Title	Presented by:
8.17	Prioritising Targeted Areas in the Small Grants Programme 2017-18	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Director, Education, Communities and Economy presented a report to the Council dated 16 May 2016 which requested that Elected Members consider and approve options for weighting the Council's Small Grants Programme assessment criteria to benefit the targeted areas of Mayfield/Easthouses, Gorebridge and Woodburn/Dalkeith following a request from the Council at its meeting of 15 December 2015.

Councillor Johnstone was then heard moving that option 1 within the recommendations of the report would be in her opinion, the best option. This was seconded by Councillor Parry.

Councillor Muirhead was then heard in support of option 3 within the recommendations of the report and further that the Council should continue to build on the support offered to complete the paperwork in relation to the grant application process. Councillor Beattie endorsed Councillor Muirhead's comments and asked whether awareness could be raised through the schools.

The Director, Education, Communities and Economy confirmed that a tremendous amount of work was carried out by Council Officers in relation to engaging communities with the grants process and also support was offered in relation to completing the necessary forms.

Councillor Milligan confirmed that the aim of the grants process was to target areas in most need and formally seconded Councillor Muirhead.

The Council then voted in relation to the options. Seven Councillors voted in favour of option 3 and ten voted in favour of option 1 which therefore became the decision of the Council.

Decision

The Council agreed to :

- a) Allocate the poverty stream to the targeted areas in the 2017/18 grant round and beyond, using a co-produced decision making process, and permit this stream to be used to apply for external match funding.

Action

Director Education, Communities and Economy

Report No.	Report Title	Presented by:
8.18	Historic Environment Scotland Conservation Area Regeneration Scheme	Head of Communities and Economy

Outline of report and summary of discussion

The Head of Communities and Economy presented a report to the Council dated 3 June 2016 which aimed to inform the Council of the latest round of funding announced by Historic Environment Scotland (HES) under its scheme to promote regeneration of conservation areas and further recommending that the Council submit a bid for funding of a scheme at Penicuik town centre.

Councillor Bryant was heard in support of the recommendations. Following which Councillor Rosie spoke in support of the recommendations and further regarding the improvements in Penicuik as a result of the Business Improvement District and the proactive work of the Penicuik Development Trust.

The Provost concluded that the previous successful bid had been as a result of the efforts of Councillor Rosie.

Decision

The Council agreed to :

- a) Authorise preparation of a bid to Historic Environment Scotland for Conservation Area Regeneration Scheme Round 7 funding for a scheme at Penicuik; and
- b) Instruct that the completed bid application be submitted for Cabinet or Council approval prior to submission to Historic Environment Scotland.

Action

Head of Communities and Economy

Report No.	Report Title	Presented by:
8.19	Beeslack Community High School 3G Pitch Update	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Director, Education, Communities and Economy spoke to the report dated 8 June 2016 which provided the Council with an update on the progress with the plans for an externally funded 3G community pitch at Beeslack Community High School, Penicuik.

Councillors Constable and Coventry were both heard in support of the recommendations of the report.

Decision

The Council agreed to :

- a) Note the contents of the report, including the funding sources; and
- b) Note the progress to date.

Report No.	Report Title	Presented by:
8.20	School Session Dates for the Academic Year 2017-18	Head of Education

Outline of report and summary of discussion

The Head of Education spoke to a report dated 7 June 2016 which sought approval of the school session dates for the academic year 2017/18.

Councillor Constable moved that the recommendations within the report be accepted.

Mr Bourne was heard in support in relation work to harmonise the school session dates with Edinburgh and East Lothian. Further he agreed with the principle of a school break in February and further welcomed a finish at the end of March to allow for assignment work to be completed. Mr Bourne also requested further information in relation to the 'fixing' of the Easter Break to which the Head of Education responded.

Decision

The Council agreed to :

- a) The school session dates for 2017/18 as set out in the appendix to the report;
- b) Authorise officers to refer the matter of permitting more or less than 195 working days for teachers to fall within the teacher leave year to the Joint Chairs of SNCT for determination in the setting of school session dates for 2018/19 and future years in order to align with neighbouring local authorities; and

- c) Refer the matter of the May Day holiday to the Joint Chairs of the SNCT for determination of school session dates for 2018/19 and future years.

Action

Head of Education

Report No.	Report Title	Presented by:
8.21	Early Learning and Childcare Admissions Policy	Director, Education, Communities and Economy

Outline of report and summary of discussion

The Director, Education, Communities and Economy presented a report to update the Council on the outcome of a Motion to Council passed at Council in August 2011 in relation to catchment areas for nursery pupils. Further the Director outlined the current admissions policy for Early Learning and Childcare in Midlothian following the implementation of the Children and Young People (Scotland) Act 2014.

Councillor Constable moved that the recommendations were accepted by the Council.

Councillor Muirhead pointed out that the officers who were charged with completing the work of the motion of the Council in 2011 had not done so and referred to his earlier comments in respect of infrastructure.

Councillor Baxter further commented that it was important that a joined up approach was taken in the design of new facilities particularly from an infrastructure perspective.

Decision

The Council agreed to :

- a) Note the developments in Early Learning and Childcare since the original motion in 2011; and
- b) Note the current admissions policy for Early Learning and Childcare in Midlothian following the implementation of the Children and Young People (Scotland) Act 2014 and notes the progress to date.

Report No.	Report Title	Presented by:
8.22	Welfare Reform in Midlothian 2016 Update	Head of Customer and Housing Services

Outline of report and summary of discussion

The Head of Customer and Housing Services presented a report dated 6 June 2016 which provided the Council with an update on the Welfare reform measures which continue to roll out from the original changes introduced across a range of

state benefits and have impacted widely on individual households from April, 2013 and the Welfare Reform and Work Bill which received Royal Assent on 17 March 2016.

Councillor Parry spoke of her concerns in relation to the revised arrangements and the impact of these in relation to Council spend and rent arrears. Councillor Parry moved that the recommendations be accepted along with the further recommendation that a letter should be sent to Stephen Crabb MP to confirm the effects of the reforms on constituents within Midlothian and secondly the impact to Council resources.

Councillor Bennett was then heard in support of the proposed rent caps and the impact of this. Further Councillor Bennett recommended a meeting of the Welfare Sub Group.

Decision

The Council agreed to :

- a) Note the work done to date related to Welfare Reform legislative changes;
- b) Note the respective Benefits Cap and Social Rent Cap changes scheduled for implementation by the end of the current Financial Year;
- c) The potential direct lets between the Council with private landlords to replace provision of the PSL contract of 250 units; and
- d) One-off funding of £120,000 to furnish the direct lets properties;
- e) A letter be written to Stephen Crabb MP to confirm the effects of the reforms on constituents within Midlothian and the impact to Council resources; and
- f) A meeting of the Welfare Sub- Group be convened.

Action

Head of Customer and Housing Services (a), (b), (c), and (d);

Member Support (e);

Democratic Services (f).

Sederunt – Councillor Parry left the meeting at 17:20

Report No.	Report Title	Presented by:
8.23	Review of Local Government Workers Pay and Grading	Chief Executive

Outline of report and summary of discussion

The Chief Executive presented a report appraising Council of the outcome of Trade Union ballot processes in respect of the Review of Local Government

Workers pay and grading. The outcome of the ballots are in favour of the proposals and accordingly arrangements are now underway to formalise the collective agreement and proceed to implementation for 1 October 2016.

Councillor Johnstone moved that the recommendations be accepted and further delivered a statement from Councillor Parry.

Decision

The Council agreed to :

- a) Note the outcome of the Trade Union ballot process; and
- b) Note the arrangements to implement the collective agreement with the pay, grading, and terms and conditions changes effective from 1 October 2016.

Action

Chief Executive

9. Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Council agreed that the public be excluded from the meeting during discussion of the undernoted item, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 1,4 and 6 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

- (a) East of Scotland Investment Fund Arrears Update – Report by Director, Education, Communities and Economy - approved
- (b) Midlothian and Edinburgh Zero Waste Parc Capital Budget for Road and Utility Infrastructure – Report by Director, Resources - approved
- (c) Proposed Rosewell Community Hub – Report by Director, Resources - approved
- (d) Scottish Government Regeneration Capital Grant Fund – Report by Director, Resources – approved
- (e) Education Appointments Committee – Minutes of Meeting 6 June 2016 – approved



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 14 April 2016	2pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN.

Present (voting members):

Cllr Catherine Johnstone (Chair)	Peter Johnston (Vice Chair)
Cllr Derek Milligan	Alex Joyce
Cllr Bryan Pottinger	Alison McCallum
Cllr Joe Wallace (substitute for Cllr Bob Constable)	John Oates

Present (non voting members):

Eibhlin McHugh (Chief Officer)	Alison White (Chief Social Work Officer)
Dave Caesar (Medical Practitioner)	Caroline Myles (Chief Nurse)
Patsy Eccles (Staff side representative)	David King (Chief Finance Officer)
Margaret Kane (User/Carer)	Jean Foster (User/Carer)
Ruth McCabe (Third Sector)	

In attendance:

Dr Sian Tucker (Clinical Director, LUCS)	Liz Ribchester (Audit Scotland)
Kenneth Lawrie (Chief Executive, Midlothian Council)	Allister Short (Head of Healthcare)
Tom Welsh (Integration Manager)	Mike Broadway (Clerk)

Apologies:

Cllr Bob Constable	Hamish Reid (GP/Clinical Director)

Midlothian Integration Joint Board

Thursday 14 April 2016

1. Welcome and introductions

- 1.1 The Chair, Catherine Johnstone, welcomed everyone to the Meeting of the Midlothian Integration Joint Board, in particular Councillor Joe Wallace, who was substituting for Councillor Bob Constable, Dr Sian Tucker, Clinical Director, Lothian Unscheduled Care Service and Liz Ribchester, Audit Scotland.
- 1.2 The order of business was as set out in the agenda papers.

2. Declarations of interest

No declarations of interest were received.

3. Presentation

Following discussion of Sir Lewis Ritchie's report, "Pulling Together: Transforming Urgent Care for the People of Scotland" at the 11 February 2016 Midlothian IJB meeting (paragraph 4.3 refers), Dr Sian Tucker, Clinical Director, Lothian Unscheduled Care Service provided a briefing on the work of the pan-Lothian short-life Working Group tasked with developing proposals to implement the proposals contained in the report.

4. Minutes of Previous Meetings

- 4.1 The following Minutes of Meetings of the Midlothian Integration Joint Board were submitted and approved as correct records:
- Thursday 11 February 2016; and
 - Thursday 17 March 2016
- 4.2 Arising from the Minutes of 11 February 2016, the Board noted that it was hoped to be in a position to provide a baseline report on performance in relation to national outcomes (paragraph 4.4 refers) to the next MIJB meeting; it having taken slightly longer than anticipated to draw all the relevant information together. Also with regards the appointment of the Independent Member to the Audit and Risk Committee (paragraph 4.7 refers), it was agreed to approve the recommendation of the Committee and appoint Jane Cuthbert as the Independent Member.

5. Reports

Report No.	Report Title	Presented by:
5.1	Code of Conduct for Members of the Midlothian Integration Joint Board	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to advise the Board of the outcome of the work that had been undertaken in relation to the development of a Code of Conduct for the Midlothian Integration Joint Board.

Midlothian Integration Joint Board

Thursday 14 April 2016

The report confirmed that the Scottish Government had prepared a template code in conjunction with the Commissioner for Ethical Standards and the Standards Commission that could be adopted by all IJBs and had written to all IJB Chairs and Chief Officers advising that their expectation was that the Code would be implemented in full across all IJBs.

The template Code of Conduct had been updated to reflect reference to Midlothian Integration Joint Board and was attached in draft format as an appendix to the report along with a copy of the letter from the Scottish Government.

Summary of discussion

Having heard from Chief Officer, who explained that once approved by the Board, the draft Code of Conduct would require to be submitted to the Scottish Government for approval, the Board discussed possible potential conflicts of interests for some IJB members whose professional roles/duties out with their direct involvement in the IJB placed specific legislative requirements on them, which may place them in conflict with the provisions contained in the Code of Conduct.

Decision

The Board:

- **Noted the correspondence from the Scottish Government in relation to the Code of Conduct for Midlothian Integration Joint Board Members;**
- **Approved, subject to seeking and trying to provide guidance on the issue of possible potential conflicts of interests, the draft Code of Conduct for Midlothian Integration Joint Board for submission to the Scottish Government for approval; and**
- **Noted that once the Midlothian Integration Joint Board's Code of Conduct is approved by the Scottish Government it must be published as well as a Register of Members' Interests.**

Report No.	Report Title	Presented by:
5.2	Risk Register	Tom Welsh

Executive Summary of Report

This report introduced a draft Risk Register for the Midlothian Integration Joint Board to consider and a proposed set of risks to form the basis of the Midlothian Integration Joint Board's Risk Register.

The report explained that the work in developing the draft risk register built on the proposals approved at the Midlothian Integration Joint Board meeting held on 20 August 2015 (paragraph 4.6 refers); incorporated the high level strategic risks identified at the Midlothian Integration Joint Board Workshop on 14 January 2016; and also the approval of the Risk Management Policy on 11 February 2016 (paragraph 4.5 refers).

Midlothian Integration Joint Board

Thursday 14 April 2016

Summary of discussion

The Board, having heard from the Integration Manager, discussed the draft Risk Register. It was suggested that it would be useful to add a key explaining the notation used in the Register as it was not very clear what the symbols or numbering represented. It was also felt that a possible briefing for Board Members on the CNORRIS Scheme would be beneficial.

Decision

The Board:

- **Approved the draft Risk Register in principle;**
- **Noted that the register would be considered and finalised by the Audit and Risk Committee on 9th June 2016; and**
- **Agreed to receive regular reports on the risks facing the Midlothian Integration Joint Board to support informed and effective decision making.**

Report No.	Report Title	Presented by:
5.3	Directions	Tom Welsh

Executive Summary of Report

This report explained the development of Directions which had been issued to Midlothian Council and NHS Lothian. The Directions required to be considered in conjunction with the Midlothian Strategic Plan 2016-19, which outlined the direction of travel for the development of health and care services in Midlothian. The Directions were intended to provide greater clarity about the key changes which required to be made during 2016-17 in the delivery of health and care services in Midlothian. A copy of the detailed Directions were appended to the report.

Summary of discussion

Having heard from the Integration Manager, the Board discussed the Directions, welcoming in particular the partnership approach that had been adopted. Consideration was also given to the future role of the Audit and Risk Committee in monitoring the risks associated with the Directions and also the involvement of the third sector in their delivery; in this regard it was acknowledged that whilst headway was being made further work was still required.

Decision

The Board:

- **Noted the Directions as outlined in the Appendix to the report; and**
- **Agreed to receive regular reports on how NHS Lothian and Midlothian Council were putting these Directions into practice.**

Midlothian Integration Joint Board

Thursday 14 April 2016

Report No.	Report Title	Presented by:
5.4	Financial Strategy Outline 2017/18 and Beyond	David King

Executive Summary of Report

The report explained that the Midlothian Integration Joint Board, having agreed its Strategic Plan which also contains its Financial Plan, was facing significant financial pressures and required a financial strategy – which would be used to develop its future financial plans – to manage these pressures. Such a financial strategy would support the achievement of the Strategic Plan by ensuring that the financial resources required to deliver the aims of the Strategic Plan were available. The report also considered the broad options available to the Midlothian Integration Joint Board and laid out the principles which the management team were developing.

Summary of discussion

The Board, in considered the available options and the principles which the management team were developing, heard from the Chief Finance Officer who emphasised the importance of this work in underpinning the MIJB's financial strategy for the next three years. The use of workshop to assist the MIJB in developing its priorities going forward was warmly welcomed and consideration was also given to the process of delegation and to the importance of a clear commitment being given to addressing issue of health inequalities.

Decision

The Board:

- **Noted the contents of the report.**
- **Noted the options being considered and endorsed the approach being developed by the Management Team.**

Report No.	Report Title	Presented by:
5.5	Pressures in Primary Care - Midlothian	Allister Short

Executive Summary of Report

This report sets out the current pressures and challenges within primary care in Midlothian, specifically in relation to General Practice and detailed the developments that had been implemented to date as well as outlining future plans.

The report also highlighted the emerging direction of travel as set out by Scottish Government in relation to the new GP contract and detailed a funding proposal submitted to Scottish Government through the Primary Care Transformation Fund; a copy of the outline proposal was appended to the report.

Midlothian Integration Joint Board

Thursday 14 April 2016

Summary of discussion

Having heard from the Head of Health Care, the Board discussed the current position and the actions being taken or in place to address the pressures in primary care. It was acknowledged that this was another area where the MIJB could not necessarily deal with all the issues in isolation and there were important tie ins to the planning system, for example, to ensure that when new developments were being planned adequate provision was included to ensure health care needs were met, whether that was through the direct provision of new health care facilities or by some other means.

Decision

The Board:

- **Noted the current position and pressures in Midlothian in relation to General Practice;**
- **Noted and endorsed the actions that have been implemented to address these pressures; and**
- **Agreed to receive a future report setting out further proposals in response to the new GP contract and the Transitional Quality Arrangements for general practice.**

Report No.	Report Title	Presented by:
5.6	Chief Officer's Report	Eibhlin McHugh

Executive Summary of Report

This report provided a summary of the key issues which had arisen over the past two months in health and social care, highlighting in particular the progress being made on service integration and ongoing service developments.

Following discussion at a recent NHS Healthcare Governance workshop and in recognition of the need to strengthen reporting to the IJBs, the report also detailed proposals to develop the role of the Quality Improvement Team to include it taking on responsibility for direct reporting to the IJB on issues related to both clinical and care governance in the delivery of health and social care services in Midlothian.

Summary of discussion

The Board, in considering the Chief Officer's Report, discussed the potential impacts arising from the introduction of the living wage; the provision of training for staff as part of the transformational activities and the series of reports being produced by Audit Scotland on Health and Social Care integration; it being suggested that this might be a valuable future workshop/briefing session topic.

Decision

The Board:

- **Noted the issues raised in the report.**
- **Agreed to the proposed review of the remit of the Quality Improvement Team and for the Integrated Joint Board to receive regular reports on Clinical and Care Governance from the Quality Improvement Team.**

Midlothian Integration Joint Board

Thursday 14 April 2016

Report No.	Report Title	Presented by:
5.7	Health Inequalities	Eibhlin McHugh

Executive Summary of Report

This report restated the commitment of the Midlothian Integration Joint Board to addressing health inequalities and provided examples of current and planned work that sought to address and contribute to that work. The report also highlighted that the MIJB could not deal with health inequalities in isolation and that it would require all strands of the Community Planning Partnership to demonstrate a commitment to this priority; a view which had been endorsed by the Community Planning Board at its December 2015 meeting.

Summary of discussion

In discussing the importance of tackling issues of health inequalities, the Board, having heard from the Chief Officer, acknowledged that although challenging there was a real opportunity to identify and address some of the underlying causes leading to health inequalities in Midlothian.

Decision

The Board:

- **Noted the report.**

Report No.	Report Title	Presented by:
5.8	Meeting Schedule and Workshop Dates 2016/17	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to set the dates for the meetings and development workshops for the Midlothian Integration Joint Board for 2016/17.

Summary of discussion

Having heard from Chief Officer, the Board considered the arrangements for the Service Visits, it being felt that there may be merit in re-visiting some of the Services for the benefit of the new Board members.

Decision

The Board:

- **Approved the schedule of meetings of the Midlothian Integration Joint Board as set out in the Appendix hereto;**
- **Approved the schedule of development workshops for the Midlothian Integration Joint Board as set out in the Appendix hereto; and**
- **Noted the approach for service visits for Midlothian Integration Joint Board.**

Midlothian Integration Joint Board

Thursday 14 April 2016

6. Any other business

No additional business had been notified to the Chair in advance

7. Date of next meeting

The next meeting of the Midlothian Integration Joint Board would be held on:

- Thursday 19th May 2016 2pm Development Workshop on Health and Wellbeing Services
- Thursday 16th June 2016 2pm **Midlothian Integration Joint Board**

The meeting terminated at 4.20 pm.

Midlothian Integration Joint Board

Thursday 14 April 2016

Appendix

(relative to paragraph 5.8)

Midlothian Integration Joint Board Meeting Schedule and Development Workshops Dates 2016-17

Meetings

- Thursday 16th June 2016, 2pm
- Thursday 18th August 2016, 2pm
- Thursday 27th October 2016, 2pm
- Thursday 1st December 2016, 2pm
- Thursday 9th February 2017, 2pm
- Thursday 20th April 2017, 2pm
- Thursday 15th June 2017, 2pm

Development Workshops

- Thursday 19th May 2016, 2pm - Health and Wellbeing Services
- Thursday 15th September 2016, 2pm - Primary Care Strategy
- Thursday 17th November 2016, 2pm - Liberton/Midlothian Community Hospital Developments
- Thursday 12th January 2017, 2pm - Dementia Services
- Thursday 16th March 2017, 2pm - Workforce Planning
- Thursday 25th May 2017, 2pm - Frail Elderly (integrated working, anticipatory care planning)

Service Visits

- Thursday 19th May 2016, 11am - Tour of Midlothian (details to be confirmed)

Further service visits will be scheduled as required or at the request of members of the Midlothian Integration Joint Board.

**Motion to Midlothian Council
Tuesday 16th August 2016**

We are proud to live in a diverse and tolerant society. Racism, xenophobia and hate crimes have no place in our country. Midlothian Council condemns racism, xenophobia and hate crimes unequivocally. We will not allow hate to become acceptable.

Midlothian Council commits to working with agencies and organisations to help ensure that local bodies and programmes have the support and resources they need to fight and prevent racism and xenophobia.

We reassure all people living in this area that they are valued members of our community.

Proposed:



Councillor Ian Baxter

Seconded:



Councillor Bryan Pottinger

**Schedule of Meeting Dates 2016/2017 - General Purposes Committee
Dates****Report by John Blair, Director, Resources****1 Purpose of Report**

This report requests that Council amends the schedule of meeting dates approved on 22 September 2015 in respect of 2 meetings of the General Purposes Committee.

2 Background

- 2.1** The Council operates on a 6 weekly cycle of meetings with breaks incorporated for the summer recess, Christmas/New Year and school holidays.
- 2.2** The schedule of meeting dates approved by Council on 22 September 2015 listed a meeting of the General Purposes Committee for 3 January 2017. This date is a public holiday.
- 2.3** The approved schedule of meeting dates also lists the last meeting of the General Purposes Committee prior to local government elections as 21 February 2017. The majority of business conducted by the Committee relates to licensing applications under the Civic Government legislation and it is therefore considered necessary to ensure that as late a date as possible is available should there be a need for applications to go before the Committee prior to the local government elections.
- 2.4** Accordingly it is proposed to alter the schedule of General Purposes Committee Meetings as follows:-

Existing Date	Proposed Date
Tuesday 3 January 2017 at 1400 hrs	Tuesday 31 January 2017 at 1000 hrs
Tuesday 21 February 2017 at 1400 hrs	Tuesday 28 March 2017 at 1100 hrs

3 Report Implications**3.1 Resource**

There are no direct resource implications arising from this report.

3.2 Risk

Re-scheduling two meetings of the Committee contributes to the mitigation of risk by:-

- facilitating forward planning of meetings;
- contributing to the governance framework which allows the Council to conduct its business and;
- ensures customers are being put first in terms of the availability of meetings to consider applications lodged.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

3.4 Key Priorities within the Single Midlothian Plan

The availability of a schedule of meetings which takes into account the needs of the Council and its customers supports the decision making process but does not otherwise impact on the key priorities in the Single Midlothian Plan.

3.5 Impact on Performance and Outcomes

The absence of a schedule of meetings which takes into account the needs of the Council and its customers will adversely impact on the decision making process of the Council and cause a delay for its customers in terms of a final outcome during a pre-election period.

3.6 Adopting a Preventative Approach

The rescheduling at this time of the meeting set for 3 January 2016 allows the governance process to continue uninterrupted.

3.7 Involving Communities and Other Stakeholders

The rescheduling at this time of the meetings set for 3 January and 21 February 2017 supports the decision making process of the Council and recognising the needs of customers.

3.8 Ensuring Equalities

Not applicable

3.9 Supporting Sustainable Development

Not applicable

3.10 IT Issues

Not applicable

4 Recommendations

Council is requested to:-

- (a) amend the schedule of meeting dates of the General Purposes Committee by changing the meeting scheduled for 3 January 2017 as it falls on a public holiday to 31 January 2017 at 10 am;
- (b) amend the schedule of meeting dates by changing the meeting of the General Purposes Committee scheduled for 21 February 2017 to 28 March 2017 at 11 am to accommodate licensing applications which may require to be considered by the Committee and;
- (c) authorise the Director, Resources to make the necessary arrangements.

Date 22 July 2016

Report Contact:

Name Verona MacDonald Tel No 0131 271 3161

Email: verona.macdonald@midlothian.gov.uk

Background Papers:

Schedule of Meeting Dates 2016/17 - Report by Director, Resources dated 27 August 2015 approved by Council on 22 September 2015



Parking in Midlothian

Report by Ricky Moffat, Head of Commercial Operations

1 Purpose of Report

This report informs Council of progress towards preparing an application to Scottish Government for decriminalised parking powers within Midlothian. The report also details further works that will be required to continue the process of introducing Decriminalised Parking.

2 Progress Update

2.1 Council Meeting 11 August 2015

At its meeting of Tuesday 11 August 2015 Council agreed to the following:-

- a) to continue the existing Traffic Warden Service in the interim period to 31 March 2016, and approve a supplementary estimate of £12,000 in 2015/16.
- b) to agree that decriminalised parking offers the most effective parking enforcement regime in the long term,
- c) to instruct the Director, Resources to write to Police Scotland seeking a continuation of the Traffic Warden Service until decriminalised parking was introduced. If this is agreed by Police Scotland a further £12,000 per annum may be required,
- d) to agree that an audit of Traffic Regulation Orders, feasibility study and preparation of an outline business case be progressed and approve a supplementary estimate of £50,000 in 2015/16 and the addition of £100,000 to the 2016/17 budget,
- e) request the Director, Resources to provide a further report to Council when the outcome of the feasibility study and outline business case are available.

2.2 Traffic Warden Service

Following discussions with Police Scotland the previous arrangement has been continued whereby one traffic warden has been retained effectively providing a limited service through to 31 March 2017 across Midlothian.

The contribution agreed from Midlothian Council has been set at £2,255 per calendar month a total of £27,060 for 2016/17. This cost will be met from within existing resources.

Police Scotland has confirmed that they do not support the long term provision of a traffic warden service beyond this date.

2.3 Stages of implementation

There are a number of stages required before a decriminalised scheme could be introduced and progress can be summarised as follows;

Audit of Traffic Regulation Orders

This audit has been carried out and will be used to inform the final business case. All existing traffic regulation orders have been checked relating to parking enforcement and a detailed check of the orders against on-street signs and markings has also been completed. Initial estimates are that approximately £100,000 will be required to upgrade signs and roads markings to a suitable standard for effective enforcement and to provide accuracy to be able to robustly defend parking ticket challenges.

Options Appraisal

The options appraisal is currently underway and will look at varying restrictions, varying the number of enforcement wardens, varying charging for parking both in car parks and on street and predicted financial implications.

Business Case

This will use information from the feasibility study to identify the financial implications/forecast of the preferred scheme. In formulating the business case assumptions will require to be made regarding levels of enforcement, parking restrictions and any changes to 'charged for' parking on-street and in car parks. These will affect the forecast financial model.

Changes to On-street Signs and Marking

This will include correcting on street parking restriction signing and markings (as detailed above) and any changes to existing restrictions as proposed in the business case. These changes can be implemented whilst the business case is being processed.

Due to the weather dependant nature of laying road markings it is proposed that works start as soon as possible.

Running a Decriminalised Parking Scheme

Further discussions have taken place with City of Edinburgh Council and it is clear that this remains the most efficient and effective partnership arrangement to enter into if Midlothian Council chooses to introduce decriminalised parking.

Decriminalised Parking Enforcement Working Group

A multi disciplinary Council group has been set up to ensure that all Council Divisions affected by the Council taking on decriminalised parking powers and/or operating them are involved in the process as it evolves. The group includes roads services, business services, digital services, legal services, procurement and communications personnel.

2.3 Timetable

Midlothian DPE Support - Work Programme as at 27/7/2016

Task	Description	2016											2017					
		Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	Inception																	
	Parking Surveys and Analysis																	
	Media Campaign (Transport Input)																	
	Parking Strategy																	
	Option Appraisal																	
	Business Case for DPE																	
	Consultation Letters																	
	Draft Application (including Parking Strategy and Business Case for DPE)																	
	Engagement with Elected Members, Community Councils and Public																	
	Review and make changes to the draft application																	
	Submit Final Application to Transport Scotland																	
	Transport Scotland Consider Application																	
	MC Assume Legal Powers																	
	Enforcement Commences																	

The above table shows the overall programme of works. Due to the complexities of the project this is subject to change however the overall target remains April 2017.

2.4 Estimated Costs

It was estimated that an audit of Traffic Regulation Orders, feasibility and business case preparation would cost £150,000 (£50,000 in 2015/16 and £100,000 in 2016/17) as approved by Council on 11 August 2015. Work carried out to date has cost £62,250. The remaining sums are fully committed.

The ongoing annual costs including parking wardens, transport, office staff, back office functions, software, hardware, handheld ticket machines etc, legal costs are established estimated in the region of £200,000 per year (excluding any income). This is based on a partnership arrangement being negotiated with City of Edinburgh Council to deliver the service.

It is estimated that one off remedial works to rectify signs and road markings as per the audit carried out will be approximately £100,000.

3 Report Implications

3.1 Resource

The cost of progressing decriminalised parking had previously been advised to Council at its meeting of 11 August 2015 as follows:-

	2015/16	2016/17
Audit of Traffic Regulation Orders feasibility and business case	£50,000	£ 100,000

The potential costs of introducing a decriminalised parking scheme are:-

	2016/17	2017/18	Annual Thereafter
Upgrade signs and road markings (section 2.3)	£100,000	-	-
Indicative Annual Costs before income (section 2.4)	-	£200,000	£200,000

3.2 Risk

If there are no parking controls across Midlothian there is a risk that road safety issues could endanger life and that congestion and lack of appropriate parking places could impact on the economic viability of Midlothian town centres.

Vulnerable users such as disabled people, children and the elderly may be affected by access issues.

3.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

3.4 Key Priorities within the Single Midlothian Plan

Community Safety – Death and Injury on Midlothian Roads, Protecting Midlothian's Children.

Sustainable Growth – Support the local economy, Promote and develop active and sustainable travel and transport.

3.5 Impact on Performance and Outcomes

If parking is not managed appropriately Injury accident casualty targets could be adversely affected, government cycling targets, and access issues could affect economic performance of Midlothian.

3.6 Adopting a Preventative Approach

By managing parking, road safety and access issues can be avoided or significantly reduced.

3.7 Involving Communities and Other Stakeholders

There are two stages at which consultation is planned to be carried out. Firstly local consultation by the Midlothian Council at the stage of preparing a business case (outlining where there would be changes to parking restrictions) and then by Scottish Government drafting Scottish Statutory Instruments.

3.8 Ensuring Equalities

Parking restrictions and enforcement are essential to ensure disabled people have access to disabled parking places, the elderly and infirm can safely access public transport and roads and footways are kept clear for access and crossing.

3.9 Supporting Sustainable Development

Parking restrictions and enforcement are conducive to creating a pedestrian and cycle friendly environment.

3.10 IT Issues

There are no IT issues as a consequence of this report. Digital services are however part of the working group set up with a view to ensuring that IT requirements of the operations of a decriminalised are realised at the soonest opportunity.

4 Recommendations

Council is recommended to;

- Continue to support the view that decriminalised parking offers the most effective parking enforcement regime in the long term,
- agree, that remedial works to signs and road markings be progressed, and approve a supplementary estimate of £100,000 in 2016/17,
- agree, to allocate £200,000 in the annual revenue budget from 2017/18 onwards to cover the annual cost of operating a Decriminalised Parking Scheme.
- the Director, Resources to provide a further report to Council when the outcome of the feasibility study and outline business case are available.

27 July 2016

Report Contact: Ricky Moffat Tel No 0131 561 5306
ricky.moffat@midlothian.gov.uk

Background Papers:

Participatory Budgeting

Report by Mary Smith, Director, Education, Communities and Economy

1 Purpose of Report

The purpose of this report is to update elected members and request support for the development of Participatory Budgeting (PB) in Midlothian.

2 Background

2.1 The Scottish Government are promoting PB across Scotland. This is part of their policy drive to empower local communities and develop alternative ways of funding services.

2.2 PB reflects the legislative requirements of the Community Empowerment Act (2015). The Act provides new regulatory powers for the Scottish Government to require Public Authorities to facilitate public involvement in decision making, including having a say on the allocation of resources.

2.3 PB is a consultative model that involves setting up a steering group of local community members and organisations and empowering the steering group to define the process and criteria within the limits of the budget. The public then decide how the money is allocated. The model is well defined by the Scottish Government and experts in the field; more information on this model is available in **Appendix 1**.

2.4 A paper on PB was submitted to Council in March 2015. The paper provided an overview of current PB activities across Scotland and sought approval to host a seminar with Elected Members and for officers to pilot a PB project in April 2016. A briefing was sent to Elected Members in September 2015 and a structured discussion was delivered by PB Partners to Elected Members in December 2015, where elected members discussed the options, issues and challenges of PB; see **Appendix 2**.

2.5 Mayfield and Easthouses Pilot

In November 2015 the Scottish Government invited local authorities to apply for match funding to pilot a PB project. Midlothian Council successfully applied for £18,900 to pilot a project in Mayfield and Easthouses between March and May 2016. The aim of the project was to fund projects that will help families who are struggling financially.

The project is a partnership between Midlothian Council, Midlothian Sure Start Family Reachout Dad's Group, Mayfield and Easthouses Development Trust, PB Partners and includes external evaluation. The Scottish Government funded the administrative costs associated with the project and match funded the Council's £15,000. The Council's contribution was an under spend from the Grants Programme budget.

A Steering Group was established with local residents, Midlothian Council, Sure Start Dad's group, Mayfield and Easthouses Development Trust, Mayfield and Easthouses Community Council and Voluntary Action Midlothian. The Dad's group came up with the project name of "Mayfield and Easthouses Community Chest" and a project logo. The group developed the criteria and application process. This was followed by community outreach work, drop-in support sessions for potential applicants and a publicity campaign including the use of social media.

The 'Decision Day' took place on 21 May 2016 at Mayfield Church Hall. Community groups who had made an application for funding were provided with a display stand, which gave them an opportunity to 'network'. At the same time local residents (voters) were able to gain further information about proposals so they could make informed decisions about which groups they wished to support. In total there were 31 projects with a total value of £77,908 competing for the £30,000 allocation. An estimated 500 people attended the event with 352 local residents voting on their preferred projects. Participants were each given 3 votes, encouraging them to support a broad range of projects. 17 projects were allocated funding. The funding awards were presented to the community groups at the Mayfield and Easthouses Gala Day on the 4 June 2016. The results of the decision day are attached in **Appendix 3** and the steering group's summary of funded project is attached in **Appendix 4**.

The Scottish Community Development Centre attended the event to gather feedback and produced an independent evaluation report that is available in **Appendix 5**. In January 2017, the successful groups will meet to share information about the impact of the funding and an interim evaluation will be conducted. It is anticipated that an end of project evaluation and report will be completed in May 2017.

2.6 Woodburn/Dalkeith Community Futures

Midlothian Council has been working with Coalfields Regeneration Trust to deliver a PB project in Woodburn and Dalkeith. The Trust's [Coalfields Community Futures Programme](#) is a six month programme that involves bringing together local community groups and funding projects in ex-mining areas, this is the third time the programme has been delivered in Midlothian. The programme uses a PB approach to improve the local area. In Dalkeith/Woodburn the Council and the Trust both contributed £20,000 to the fund. The Council's contribution was an under spend from the Grants Programme budget. The steering group has undertaken a community consultation and hosted two community events to decide on the funding priorities, 101 people participated in these events. The steering group has allocated the funds and has used the community feedback to produce a Community Future Plan. The plan will form the basis of a locality plan for the area. For details of the funded projects see **Appendix 6**.

3 Resource

- 3.1 In November 2015 the Scottish Government invited Councils to apply to a £500,000 national fund to test PB. In February 2016 they announced a further £2 million PB 'Community Choices Fund' for 2016/17. Of the £2 million £1.5 million is available for applications in two categories of £750,000 each, targeted particularly at work in deprived areas. Category one is open to Public Authorities which includes Local Authorities and other Public Bodies. Category two is open to Community Organisations and Community Councils. The other £500,000 will be used to continue with a national PB support package.

Public Authorities can apply for between £20,000 and £100,000 on a match funding basis. Applications will be assessed against the following criteria:

- Community engagement 30%
- Shared outcomes 20%
- Tackling inequalities 25%
- Sustainability 25%

It is anticipated that the Public Authorities fund will be fiercely competitive. This is due to the significant PB activities in other Local Authorities and also because it is opened up to almost all Public Authorities in Scotland. Further information on the application process can be found [here](#).

The Communities Team will offer support to Community Organisations and Community Councils who wish to apply to the Fund.

- 3.2** The Scottish Government has set a target for Councils that at least 1% of their overall budgets is spent using PB. Further information on the Scottish Governments approach to resourcing PB can be found on their [website](#).
- 3.3** Midlothian Council has allocated £35,000 to PB in 2015/16; this represents 0.018% of the Council's revenue budget. This money has attracted additional match funding of £38,900 giving a total spend of £73,900, details of this spend is detailed in section 2 above. Services to Communities Board will identify existing budgets that could be made available for PB.
- 3.4** It is also suggested that elected members distribute a proportion or all of their Environmental Grants using a PB approach. This would provide transparency to local communities regarding the allocation of elected members funding.
- 3.5** A paper "Prioritising Targeted Areas in the Small Grants Programme" was considered at the Council Meeting on the 28 June 2016. Council agreed to allocate the £40,000 Small Grants Poverty fund to the targeted areas in the 2017/18 grant round and beyond, using a co-produced decision making process.

4 Risk

- 4.1** PB approaches do come with a degree of risk. Empowering communities to take decisions about funding allocations limits the control that funders and other decision makers have. Individuals and groups that are promoting a particular project can be unhappy with the process, especially if they do not get the outcome that they had hoped for.
- 4.2** Running effective PB programmes requires a significant amount of human resources; however, this does help staff make connections with people and community groups that they may not otherwise connect with. Officers support the Steering Group to develop fair and transparent processes. Use of external evaluators assists in managing risk and learning so processes can be improved.
- 4.3** Systems and processes need to be in place to ensure resources are appropriate allocated and reported. The risks are limited when the levels of funding are relatively small; however, increase if funding levels go up. These risks exist in all grant allocations.

5 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

5.1 Key Priorities within the Single Midlothian Plan (SMP)

The small-scale PB projects in Midlothian have provided additional resources for the three priority areas of the Council. In order to address the SMP's top three priorities of closing the outcome gap in health, learning, and economic circumstances and support the agreed SMP approaches of improving access to local services in the targeted areas.

5.2 Adopting a Preventative Approach

The Christie Commission Report of the Commission on the Future Delivery of Public Services (2011) made it clear that "reforms must aim to empower individuals and communities receiving public services by involving them in the design and delivery of the services they use". In addition the report notes that "we must prioritise expenditure on public services which prevent negative outcomes from arising". PB is an example of supporting local people to design projects and allocate funding. This is an example of adopting a preventative approach.

5.3 Involving Communities and other Stakeholders

PB is recognised internationally as a way for local people to have a direct say in how and where public funds can be used to address local needs.

5.4 Ensuring Equalities

The PB projects in Midlothian have focused on areas of high deprivation. Community consultation and outreach work have helped to engage people that would otherwise not be involved in local decision making. Providing additional resources in areas with higher levels of poverty provides evidence of Positive Action under the Equalities Act (2010).

5.5 Sustainability

The Scottish Government requires Local Authorities to embed PB as part of their active citizenship agenda. The Communities Choices Fund will assess applications in terms of their sustainability. They will be looking for an organisational approach that commits part of an ongoing revenue budget, offers training and support to staff and community groups and provide opportunities for the public to be engaged in the budgetary cycle.

6 Summary

PB reflects the Scottish Government's approach to increase community engaging in public authority decision making. PB helps connect staff with 'harder to reach' groups, and can empower communities to take an active interest in how budgets are allocated. PB provides an opportunity to apply for external funding and support disadvantaged communities.

7 Recommendations

It is recommended that Council:

- i) Note the policy approach of the Scottish Government to empower communities to participate in decisions on the allocation of resources.
- ii) Notes the update on PB activity in Midlothian.
- iii) Instructs the Services to Communities Board to identify existing budgets that could be made available for PB.
- iv) Instructs Officers to discuss further with Elected members how they could most effectively distribute a proportion or all of their environmental budgets using a PB approach.
- v) Agree to use any available Council funding to apply for match funding from the Community Choices fund in 2017/18 and beyond.

Date 13 July 2016

Report Contact:
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Stephen Bermingham, Senior Communities Officer
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Participatory Budgeting

An Introduction



Participatory Budgeting (PB) empowers communities, gets more people involved in democracy and improves local public services.

It has a proven track record of increasing levels of participation, engagement and empowerment in a range of community settings.

Major developments such as devolved Community Budgets, elected Police Commissioners and the establishment of NHS Clinical Commissioning Groups all cry out for effective ways of letting local people have an input on spending priorities.

PB has been evolving in the UK since 2000, when a delegation of community activists from Salford and Manchester visited Brazil to understand how PB works and how it might be implemented in the UK.

PB was first introduced in the city of Porto Alegre in Brazil, in 1989 when public funds were very restricted and demands for democratic reform were strong. Since then it has successfully empowered people in extremely deprived communities. Its tools and principles are now used in many places across the world. There are over 2000 cities worldwide using PB, the list includes UK, USA, Canada, Spain, France and Germany. It is recognised as good practice by international institutions, including the World Bank, UNESCO, OECD, the UN and DFID.

It is important to remember that PB is not about giving away power or reducing the influence of elected politicians. It is about sharing responsibility more widely. Only a fixed and relatively small amount of total public spending is opened up to public decision making through PB. But often they are the funds most important to local people, and trusting citizens can have a big impact on their respect for and engagement with representative democracy.

There is no fixed definition because innovative PB projects constantly challenge existing explanations. However the short definition is:

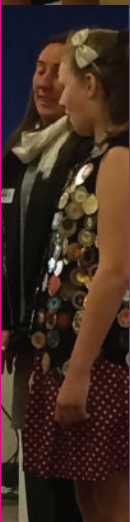
'Local people deciding on how to allocate part of a public budget'

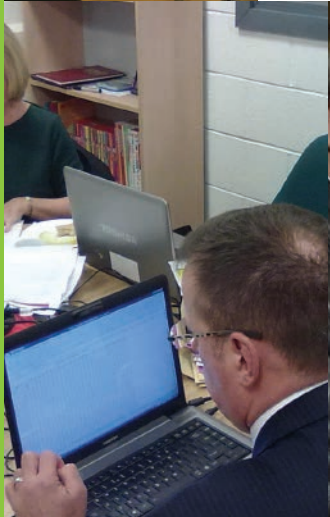
'If it feels like we have decided, it's PB.'

'If it feels like someone else has decided, it isn't.'



Participatory budgeting directly involves local people in making decisions over how public money is spent in their community. This means engaging residents, community groups and representative of all parts of the community to discuss and vote on spending priorities, make spending proposals, and vote on them, as well as giving local people a role in scrutiny and monitoring.





Currently, PB programmes in the UK have allocated spending on services including crime and anti-social behaviour, the environment, road improvements, activities for children and young people, health and wellbeing, community centres and improving assets such as sports facilities.

They have been specific to certain neighbourhoods or areas, or local authority wide where they are often themed: for example, children and young people, and health. But PB is not limited to local authority budgets – it has also been applied in the UK to a range of different public budgets including those of housing associations, schools, clinical commissioning groups and public health boards. As well as money distributed by trusts, charities and social enterprises.

PB can be adapted to suit a wide range of situations. Innovative forms of PB are being developed all the time and new budgets, themes, partners and areas are demonstrating its adaptability. It can be used to set the priorities for an entire budget or to allocate part of that budget for projects. Neighbourhood charters, community plans, and parish plans can be used as a first phase to help identify a community's priorities. Funding can then be allocated before the community votes for schemes it wants to implement within those priorities.

There is no set way to start doing PB: the process should be designed on the basis of local circumstances and objectives. However, a number of common models have evolved, or are evolving, in the UK so far.

Community Grant Pot: A discrete pot of money for a particular area or theme, e.g. a neighbourhood or for children and young people, is allocated using PB. Community, voluntary and sometimes statutory groups propose projects for funding and then present them at a decision day event, where residents vote on which should receive funding.

Devolved funds to wards or neighbourhoods: Typically this is either council funding or partnership funding, which is devolved closer to the frontline where services are delivered. The funding can be used for public and/or third sector projects. Again, bids are usually presented to a public meeting, or perhaps through an online process for a vote which determine who receives funding.

Funding for mainstream services: This more closely follows the original Brazilian model of PB. All citizens within an area are able to vote on which public services should receive additional funding and are also involved in setting the priorities for the locality which will shape how the money is used.

THE BENEFITS OF PB

PB is most effective when it is inclusive, helping bring about real change in the relationship between citizens, communities, public sector officials and elected bodies.

Expenditure cuts have required difficult decisions to be taken, and Participatory Budgeting techniques can be valuable in determining the opinions of residents, business or other stakeholders. With an increasing number of judicial reviews as communities and individuals challenge funding priorities, this is one way to persuade the courts that meaningful consultation and engagement has taken place.

It can create other benefits too, including:

- Building stronger communities and empowered citizens PB offers greater community cohesion, as diverse people come together to make decisions, they meet others from their community, sometimes for the first time. This builds understanding and fosters community cohesion. If people are enabled to vote on how to spend money, they can feel empowered to take positive action themselves, and take greater ownership over their area.
- Better understanding of the complexities of setting public budgets and choosing between competing priorities – In a time of financial restraint and tough budget choices, PB can be used to prioritise budgets and target resources more

effectively at key services. Involving the community not only gives them greater understanding of the financial situation, but enables them to be part of the solution.

- Improving services – PB ensures that services are better tailored to local circumstances, and improves resident satisfaction. By involving people in deciding what services they need and want in their area, services can be more responsive and targeted. This can bring greater efficiencies and develop a sense of shared responsibility between service providers/commissioners and residents.
- Strengthening and renewing democracy – PB builds relationships between residents, councillors and officers; providing a stronger role for councillors as community leaders and demonstrating transparency and accountability to their electorates. This in turn develops mutual trust and confidence in representative democracy and encourages more people to take an active part in their community.

Many international examples show that when PB is done well citizens come to respect political leaders, are more willing to pay local taxes, or even pay more tax. But only where they know they can also influence how that money is then spent.

“PB has changed (for the better) out of all recognition my relationship with Officers and Elected Members”

Chris Parsons
Resident Eastfield, N. Yorks.

“I approached this as a local officer would, who thought I was in charge and I knew best. I was very firmly told by the residents that I wasn't in charge and I didn't know best – and they were absolutely right”

Stuart Pudney
Deputy Chief Executive,
Yorks Police Authority



The PB values, principles and standards document that can be found on the PB Network website sets out the minimum expectations for the way PB is implemented in the UK, and helps to ensure integrity in PB projects. It is hoped projects will continue to raise the bar to make PB a high quality engagement experience, which remains inclusive and accessible to everyone.



Maintaining standards will help to keep those crucial core benefits of PB, such as community empowerment, social cohesion and responsive services.

The nine values are:

1. Local Ownership
2. Direct Involvement
3. Support for representative democracy
4. Mainstream Involvement
5. Accessibility
6. Transparency
7. Deliberation
8. Empowerment
9. Shared responsibility

There is more information within the document “Unpacking the Values, Principles and Standards” which sets out the distinct values, principles and standards needed to run a successful PB programme on the PB website

<http://pbnetwork.org.uk/values-principles-and-standards-for-participatory-budgeting/>



In 2012 the PB Network was established to promote the concept of PB and advocate for its wider use. The PB Network provides free resources and runs events and seminars across the UK and is supported by the PB Partners (see more overleaf).

Information

The National PB Network exists to promote the use of PB across England, Northern Ireland, Scotland and Wales. It acts as a hub for information and research on PB in the UK and internationally, to resource improvements in the growth of PB. The national PB Network builds on the success of the previous work promoting PB across the UK by Local councils, community activists, academics and agencies like, the Consultation Institute, OXFAM UK, Church Action on Poverty and thousands of PB practitioners.

Organisation

It is open to, brings together and is run by individuals and organisations, including PB Partners, that are committed to the principle that public spending is more effective when citizens are actively involved. It is independent of all political parties and other organisations. Its way of organising mirrors the co-operative and transparent principles of PB. It meets approximately twice a year and annually elects a small steering group to co-ordinate its work between the wider network meetings.

Vision

The vision of the Network is for PB to be recognised as a key and effective tool for:

- addressing inequalities in service choices and resource allocation;
- engaging and empowering citizens in discussions on public budgets; and
- stimulating co-production and mutual responsibility between citizens and the state.

Goals

The goal for the next 5 years is to move PB beyond allocating small pots of money to voluntary and community groups, towards a tool for repeatedly distributing elements of mainstream public budgets. The goal is that public services routinely offer some form of PB for mainstream budget choices, and that as a norm people expect it to be offered.

The Network has developed and will continue to develop Policy Briefs which are intended to provide a quick snapshot on a given theme or topic. As well as making available videos, case studies, toolkits and reports of PB both in the UK and around the world. It also produces a regular online newsletter.

All these resources can be found on its website www.pbnetwork.org.uk



PB Partners are experts in the field of PB. Operating across England, Scotland, Wales and Northern Ireland, they can assist in developing meaningful community engagement programmes that really 'make people count'.

PB Partners, are a social enterprise that involves the leading experts in the field and work closely with a range of consultation, engagement and democracy experts and campaign organisations. Partners collaborate with The Consultation Institute to deliver PB training, and with academics at the University of Westminster's Centre for the Study of Democracy among other higher education institutions. They also provide financial and secretarial support to the PB Network.

To date PB Partners have worked with over 100 PB project providers, including Local Authorities, Police Authorities, Housing Trusts, Health providers, Parish Councils and others. PB Partners have worked with the Big Local/Local Trust to provide training and support to Big Local areas involved in PB. Also the Scottish Government to implement PB programmes within councils across Scotland.

Building on over 15 years experience of running successful PB projects, and involving the leading experts on PB in the UK, PB Partners will help to deliver community engagement



processes that can really empower citizens and help drive innovation in public services. As a social enterprise, clients can be confident that the work the Partners do leads to sustained change and represents excellent value for money.

They provide a range of flexible and affordable support services, including:

1. Strategic work on community engagement policy and implementation
2. Facilitating of planning meetings, chairing public meetings
3. Back office support to PB programmes
4. Bespoke training to staff, elected members and local residents
5. Writing reports, undertaking research and evaluation
6. Presenting to stakeholders at conferences, workshops and community events

Partners offer a number of standard support packages, from an introductory day or half day briefing, to a 4 day support package to get PB programme underway and ensure success, or more detailed 8-10 day packages to help to mainstream community participation into core budgets.

PB Partners is administered by Shared Future CIC, a social enterprise with a track record in quality community engagement and development.

Information on PB Partners services can be found at: www.pbpartners.org.uk

CASE STUDY : GREATER MANCHESTER POLICE

During the later part of 2014 and early 2015 Greater Manchester Police (GMP) began the largest scale experience of Participatory Budgeting running in the North West of England. Embracing all 11 divisions of Greater Manchester Police and working closely in partnership with Councils, Housing Providers, Voluntary and Community Organisations, Clinical Commissioning Groups, Fire and Rescue Services and in some cases private sector organisations. PB Partners, working on behalf of MutualGain ran training sessions over several months and assisted in the roll out of the programmes. Dedicated teams of PCSO's supported by Inspectors and Neighbourhood Policing Teams coordinated the 12 PB events that took place in December 2014 and January 2015.

Over £150,000 was made directly available to support these projects, but partners bringing match funding significantly increased this amount. In South Manchester for example £30,000 of police funding was available in the Wythenshawe and Longsight areas, which was matched by another £30,000 from the city council. In Wigan, where a programme happened on the Higher Fold estate, the council matched the funding by £6,000. Alongside financial support considerable staff time, free use of venues and communications support made the money reach further.

Each Division followed its own format, so in Stockport rather than hold a single event they took the decisions out on the street asking residents which initiatives would reduce crime and improve wellbeing. MutualGain ensured that the learning was shared through regular action learning sets. PB Partners and MutualGain delivered their initial training to PSCO's and Division leads at the Sedgley Park Police Training centre early in 2015, and since then local facilitation has developed the work into a range of different approaches. These were compared and recorded using a mixture of video, evaluation forms and visual minute takers.





The Stevens report into the future of policing, published in 2014, advocated for the establishment of Police PB Units inside every force. The Independent Police Commission chaired by Lord Stevens said:

“local community engagement has to be made a routine component of police work and a core responsibility of those elected to hold the police to account.”

Greater Manchester’s PB programme is so far the most ambitious attempt to realise that vision. A large scale and coordinated initiative to reduce the influence of criminal activity and reduce the fear of crime in deprived communities. Enjoying the support of senior leaders in GMP, and demonstrating the power of partnership working and neighbourhood focussed policing the project aimed to:

- Re-connect the affected communities with functioning and legitimate decision making processes

- Improve the levels of trust between communities and service providers (particularly the Police)
- Give ‘voice’ and ownership to community leaders to make their neighbourhoods safer places for everyone

The initiative follows many examples of the Police tackling crime through building stronger communities. Since 2008 numerous forces have experimented with PB, mostly using funding through the Home Office. Examples include the recently announced Seaham PB funded by the Durham Constabulary, and the Cheshire Police and Crime Commissioners programme in early 2015 saw around 700 residents engage in making their area a better place to live.

For more information please go to the PB Network website:
www.pbnetwork.org.uk

Durham County Council, in partnership with 3 Towns Partnership, had £500,000 of capital funding for projects in the Crook area. The public were invited to have their say and vote for their favourite projects at Crook Primary School in February 2013



What was It's Up 2 U £500K?

Everyone has ideas about how public money should be spent.

'It's Up 2 U £500K' gave local people the chance to vote on a range of projects to decide, which should receive funding. The aim was to help the community to have control over what happened in their area and give them a say on the things that matter to them.

£500,000 was set aside for community facilities within 1.5 miles of Crook town centre - the community were asked to vote on how this money was spent.



The projects

The 12 organisations and projects that were bidding for "Its Up 2U" £ 500k funding met set criteria. This included:

- being a not for profit organisation
- all projects must be physically located within 1.5 miles radius of the centre of Crook
- all projects were capital bids
- all projects had to have landlord / landowners approval for the proposal to be developed if funding was secured.

Each application underwent sustainability checks and satisfied the appraisal panel that the project was potentially deliverable if successful in securing funding.

Durham County Council worked with the organisation who was successful to develop fully the project ready for delivery and commencement of capital works. The applicant had up to a year to progress their project and meet all statutory and appraisal obligations.



Discussion

Voters could talk to other local people about the merits of the projects and share their views. Discussions with others helped voters with their decisions on who to vote for, but they didn't need to agree with others. Everyone was entitled to their own opinion and their own vote.

Voting

Voters were asked to vote for the projects, which they would like to see funded. To be eligible to vote they had to live, work or volunteer in the 3 Towns Partnership areas. Any young person attending secondary school and meeting the above criteria was also eligible to vote. Voters had to attend the voting event on 23 February 2013.

Other people attending to present projects or help out, who did not meet the criteria above, did not have a vote.

Voters were given three votes; they were required to award three points to their first choice project, two points to their second choice and one point to their third choice. Voters had to cast all three votes and vote for three different projects.

More information can be found on: <http://www.durham.gov.uk/article/2547/Its-Up-2-U-500K>



CASE STUDY: TOWER HAMLETS

In Tower Hamlets during 2009 - 2010, "You Decide!" was carried out across the whole Borough. The Cabinet allocated £2.38 million per year for a two year period (total of £4.76 million) with £300,000 added by the local Primary Care Trust (PCT) in year two. A total of over £5million was allocated over the two year period.

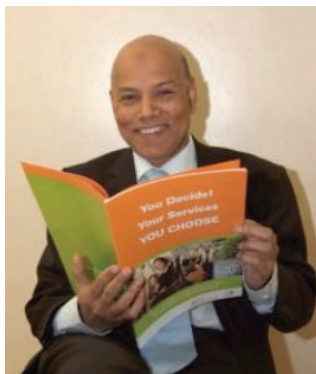
The aims for the project were:

- To improve perceptions and performance of local services - giving residents the power to design and choose services through the process and then shape those services through the Steering Groups.
- To develop participation within the Tower Hamlets community - helping people from all backgrounds not only to get involved in this process but also to learn from the experience improving levels of involvement in other council services.
- To improve the level of involvement and engagement amongst Tower Hamlets residents in all walks of life, and not just in relation to council services. Including the joining of voluntary organisations and local associations as well as encouraging involvement in politics.

The PB team asked for 'bids' for services that could appear on the 'You Decide!' menus. All services had to be mainstream council services. In addition, they had to meet one of the five cabinet priorities or one of the Local Area Partnerships (LAP) priorities identified by the LAPs over the past year. These services were then presented to Cabinet before being put together in the "menu" given later to event participants. In total, the value of the services on the menu was just under £750,000.

Each LAP had £280,000 to spend, so they had to make decisions about trade-offs under the categories of: 'Reducing Levels of Youth Unemployment', 'Tackling Anti-Social Behaviour', 'Raising GCSE results', 'Improving the Quality of the Public Realm' and 'Improving Cleanliness'.

As people heard about the campaign they were encouraged to register for the 'You Decide!' events that were to follow. Each event had capacity for at least 100 people. Pre-registered participants were allowed in first, followed by others who had turned up. In total 815 people attended the eight events. The mix of communication techniques helped organizers reach out to a diverse mix of individuals.



Delivering the projects:

After the events had been completed, all of the LAP Steering Groups and all of the services that had been purchased were invited to an evening event nicknamed 'Service Speed Dating'. Each service was invited to bring along a rough outline of what they were planning to do with the money allocated to them (providing more detail than had been available at the events). The LAP Steering Groups could then negotiate with the services the sort of changes they would like to make. This led, at the end of the event, to a rough blueprint between each Steering Group and the services purchased in that area as to what was going to be delivered. Many of the services were changed quite considerably because of resident involvement and many of the Steering Group members welcomed this as a way of shaping services for their local area.

The project was funded for two years following an annual cycle:

- February – April 2009: Decision events where the budget for financial year 2009-10 was allocated.
- April 2009-March 2010: Projects from year 1 delivered and monitored.
- January – March 2010: Decision events where the budget for financial year 2010-11 was allocated.
- April 2010 – March 2011: Projects from year 2 delivered and monitored.

No two LAPs were the same in their preferences. Every one of them purchased substantially different services with their money. However, there were several popular items:

- Youth inclusion programmes
- Early GCSE's in a mother tongue
- Street lighting
- Drug outreach workers
- Extended learning and family based learning
- Youth disabilities projects
- Greening projects such as shrub beds

The second year of 2010 You Decide! events were also a success. The events attracted 770 residents from a broader set of communities than in 2009. The feedback from the events was a marked improvement over that achieved in 2009.

More information can be found at:

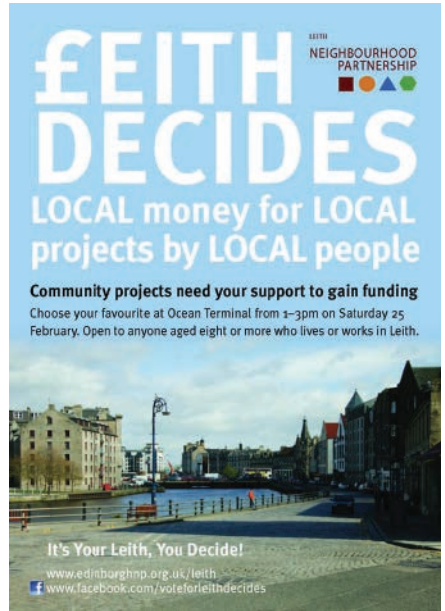
<http://participedia.net>



CASE STUDY: £EITH DECIDE

February 2015 sees £eith Decides' fifth consecutive participatory budgeting (PB) event. In 2010, Leith Neighbourhood Partnership (NP) piloted the use of a participatory budgeting approach to allocate some of its 2010/11 Community Grant Fund. The pilot was such a success that it was decided to hold a £eith Decides PB event annually.

Since 2011/12 Edinburgh City Council has run the PB £eith decides project which is based as its namesake suggests, in Leith, North East Edinburgh. NP's PB programme delegates 50% of the Community Grant Fund to the Leith Community and is allocated in grants of up to £1,000. Giving local people the decision-making power over a devolved Community Grants Fund has dramatically increased the number of people engaged in local decisions, reconnecting people with very local democracy. Participants have rated this approach highly and value the decision-making opportunity.



The main aims of £eith Decides are to:

- Provide opportunities for local people to have a say in what happens in their area.
- Provide an effective way to engage larger numbers of people in the work of the Leith NP.
- Provide an effective link between local community and local democratic Processes.
- Increase small scale funding to grass roots organisations and initiatives, including those that have not been previously funded.
- Encourage active involvement in local decisions.

In 2013 £ith Decides achieved an award from the Convention of Scottish Local Authorities (COSLA) for their pioneering work. Read more on the COSLA Excellence Awards site.

In 2013/14 over a thousand participants made the decision to allocate £22,885 to 26 projects from a choice of 42 applications, by scoring projects by post, in libraries and at an event. The £ith Decides' fifth event received 37 applications for 2014/15 to be decided on by members of the community.

More information can be found on:
<http://awards.cosla.gov.uk/2013/03/>

<http://participedia.net>

<http://www.edinburghnp.org.uk>

<http://www.pbpartners.org.uk>



To learn more about our work or ask any questions about Participatory Budgeting, contact us by phone or direct email:

Telephone: **07963 706106**

Email: **info@pbnetwork.org.uk**

Website: **www.pbnetwork.org.uk**

You can also find us on social media:

 **@ukpbnetwork**

 **<https://www.facebook.com/groups/PBintheUK>**



ELECTED MEMBER BRIEFING NOTE

Participatory Budgeting



What is the purpose of the briefing note series?

The Improvement Service (IS) has developed an Elected Members Briefing Series to help elected members keep pace with key issues affecting local government.

Some briefing notes will be directly produced by IS staff but we will also make available material from as wide a range of public bodies, commentators and observers of public services as possible.

We will use the IS website and elected member e-bulletin to publicise and provide access to the briefing notes. All briefing notes in the series can be accessed at www.improvementservice.org.uk/elected-members-development.

About this briefing note

This briefing note has been developed collaboratively by the Scottish Government, Improvement Service and PB Partners. Many thanks also go to members of the PB Working Group for their contribution:

Fiona Garven, Scottish Community Development Centre
Angus Hardie, Scottish Community Alliance
Dr Oliver Escobar, University of Edinburgh
Martin Johnstone, Church of Scotland's Church and Society Council
Felix Spittal, Scottish Council for Voluntary Organisations

What is the issue?

“Our voice is being heard at last.”

Edinburgh participant in the ‘Canny wi’ Cash’ Participatory Budgeting project, 2013

New ideas for commissioning services, as proposed by the Commission on Strengthening Local Democracy¹, and new laws such as the Community Empowerment (Scotland) Bill², (expected to be passed by the Scottish Parliament by mid-2015), provide opportunities for elected members to be listening to and acting on the concerns of residents.

Participatory Budgeting (PB) has been defined, in simple terms, as ‘local people having direct decision-making powers over part of a public budget’. So it is more than consultation. It’s a form of participatory democracy that can bring fresh perspectives.

Originally developed in Latin America in the 1980s, PB has spread into Europe, the USA and beyond, with over 1500 experiences reported worldwide. Hundreds of PB initiatives have been run in the UK in all types of communities, by local councils and in the public engagement work of police authorities, health boards, social housing, town and parish councils and within not-for-profit organisations.³

So far in the UK the majority of PB funds have been allocated using a ‘small grants’ model, where residents decide between relatively small projects run in their communities. The PB story elsewhere has been more adventurous. In 2014 in New York over \$24m was spent through PB, using money that had previously been the prerogative solely of elected politicians and public officials⁴. And even in the UK the sums have reached into the millions on occasion⁵. Through the careful application of PB it is possible to find creative and effective ways of improving essential services. Sharing responsibility with citizens in a planned way, with the aim of:

- Increasing the quality and quantity of community engagement
- Increasing trust in politics and in politicians
- Stimulating dialogue and positive action within communities
- Encouraging well targeted public investments

1 See <http://www.localdemocracy.info/>

2 See <http://www.scotland.gov.uk/Topics/People/engage>

3 See <http://www.participatorybudgeting.org/about-participatory-budgeting/where-has-it-worked/> accessed January 2015

4 See <http://pbnyc.org> accessed January 2015

5 See <http://pbnetwork.org.uk/tower-hamlets-you-decide/> accessed January 2015

Why does it matter?

“Democratic power should be delivered from communities up, not drip down from above. Democratic innovations such asparticipatory budgeting ... should ... become the standard by which [participation in decision making] is delivered in Scotland.”

The Commission for Strengthening Local Democracy, 2014⁶

There is widespread concern among politicians of all persuasions over disengagement from political processes. Yet the Scottish Referendum held in September 2014 demonstrated that people will engage if the issue is of significant importance, and they feel they can influence the outcome.

PB offers residents the opportunity to debate and then decide on issues directly affecting their local communities. It can attract new people to get engaged in community action. In the county of Durham, over 11,000 people participated in a county wide PB programme in 2013 alone.⁷ At one event in Eastfield in North Yorkshire, over half those present were attending a community event for the first time. In Manton, Nottinghamshire, a man in his sixties who had never voted in his life, did vote in his local PB programme.

PB has much to offer residents and community leaders in terms of community empowerment. When well run, those involved feel their views have been respected and the process is fair and accessible. They respect those that have given them the opportunity to make decisions. This matters to elected members; bringing engagement with voters and, perhaps most importantly rebuilding trust in the democratic process.

At its heart PB is about involving more people in all stages of the commissioning of public services. Whenever money is being spent in a community, ward or at authority level it is possible to increase the amount of citizen involvement in decision-making and also in the prioritisation, delivery and monitoring of services.

6 See <http://www.localdemocracy.info/2014/08/14/time-to-rebuild-scottish-democracy-what-the-referendum-decides/>, accessed January 2015

7 See <http://pbnetwork.org.uk/municipal-journal-features-durham-participatory-budgeting/> accessed January 2015

What is the challenge for elected members?

“Your role is to support, encourage and work alongside local people, community organisations and local interest groups to get people more actively involved in decision-making and the achievement of local outcomes... to help establish a shared vision for the future of the community and how best to work towards it.”⁸

PB will complement representative democracy and any PB programme is formally mandated by an accountable body. This means when PB is operating in your local authority, the primary role of elected members to set the authorities’ budget and hold council staff to account is largely unchanged.

However the role of an elected member goes beyond their work in the council chamber, to providing leadership and opportunity for all those living within their wards and constituencies to have their say. PB provides a practical way to apply the Improvement Service’s induction notebook for elected members on working at the ward level.

How PB contributes to the work of elected members:

a) Strengthening your democratic mandate

“In four years of being a councillor probably the best day of my life.”
Cllr Graham Denton, Newcastle City Council on attending his local PB event.

When residents feel they have a meaningful say in how services operate in their neighbourhood they are more willing to trust democratic processes, support elected members and get involved in local affairs. That is why Alderman Joe Moore began using PB in Chicago in 2010, and he believes one of the reasons for the continuing support he receives from electors⁹.

b) Improving service delivery

“The Scottish Government expects public service providers to talk to communities and help them have their say about services.”
From the Community Empowerment (Scotland) Bill

PB identifies innovative ways of working, based on the real needs and concerns of people. It has been

8 See 2012 Councillor Induction Pack: Notebook 4: Roles And Responsibilities At Ward Level <http://www.improvementservice.org.uk/elected-member-induction-materials.html>

9 See <http://www.ward49.com/participatory-budgeting/>, accessed January 2015

shown to direct resources towards those most in need, and support an asset-based approach to public service. PB rests on the premise that there are two sorts of knowledge – statistically-based, centrally-held information, and locally-based understanding of community needs and priorities – and that both forms of knowledge are equally valuable.

PB can create greater understanding about difficult decisions that have to be taken, and supports the overarching ambitions of many Community Planning Partnerships to reduce duplication, develop complementary services, fund local provision and broaden involvement in the commissioning of new services.

c) Empowering communities

“I feel I am somebody.”

Manton resident involved in PB

Through the simple act of coming together and making small scale decisions on community grants, PB can build capacity for communities to solve their own problems, helping to improve transparency over how limited resources are shared out and engendering a sense of local pride. It is also seen to build relationships between people from different cultures and ages, as shown in Tower Hamlets You Decide!

PB can give a voice to those often most removed from democratic processes, the politically non-aligned or those unlikely to stand for public office. When local people have a say over how money is invested in their community they generally support volunteering, locally-based social enterprises and services that prevent problems before they emerge, in keeping with the recommendations of the Christie Commission. As York City Council observed after running a PB programme for over 15 years, residents often suggest proposals that might not have occurred to decision-makers at the centre.

d) Improving the quality of local investment.

“I approached this as a local officer would, who thought I was in charge and I knew best. I was very firmly told by the residents that I wasn’t in charge and I didn’t know best – and they were absolutely right.”

Stuart Pudney, Deputy Chief Executive, Yorkshire Police Authority.

In a mature PB process, where resources are allocated on an annual basis, there is generally an initial engagement phase, where residents are asked to nominate priorities and develop ideas for new spending: this exercise can produce higher quality returns than more conventional consultation, because there is a clear link in peoples’ minds between what they are being consulted on and their direct involvement in decision-making later on.

From an elected member’s perspective, the ability to advocate on behalf of the community can be greatly increased through residents’ input into a PB process. It can demonstrate the support of local people for a specific investment and provide a menu of interventions that go beyond the electoral mandate.

What does good practice look like in this area?

Though PB isn't widespread in Scotland yet it isn't new. A number of areas have already explored how it can support local communities and improve neighbourhood working.

Case studies: Scotland

Leith Neighbourhood Partnership in Edinburgh delegates the decision on Community Grant awards to the people of Leith. 50% of the annual Community Grants Fund is allocated this way, in grants of up to £1,000. In just the 2013-14 financial year, 1,065 participants allocated £22,885 to 26 projects from a choice of 42 applications. Projects were scored by post, in libraries and at an event. 73% of participants rated the approach as good or excellent. A fifth Leith Decides PB event took place in February 2015 where 25 out of 37 projects received funding from a pot of £22,092, voted on by over 1,600 participants.

Giving Leithers the decision-making power over a devolved Community Grants Fund has dramatically increased the number of people engaged in local decisions, reconnecting people with very local democracy. For example, in 2013/14 40% of the project applications were from groups who have never previously made an application to CGF or Leith decides. This included two new organisations who were assisted in becoming constituted.

In 2010, the Scottish Government's Community Safety Unit, in collaboration with COSLA, launched the Community Wellbeing Champions Initiative. £230,000 was provided, in collaboration with local partners and a LEADER grant, for five PB projects to reduce anti-social behaviour. The local authorities involved were **Fife, North and South Lanarkshire, Stirling** and the **Shetland Islands**.

Following the pilot in the Glenrothes area of **Fife**, the council has gone on to spend £250,000 on a number of PB projects, such as Over to Youth, Ur Park U-Decide and Village Improvement Scheme.

The Richmond Fellowship Scotland, which supports people with a range of physical and learning conditions, ran its "Outcomes are Fun" programme. Using the Fellowship's own funds, this saw its clients engage in four programmes that together distributed £80,000. The aim of the project was to give over control and creativity to vulnerable people to achieve the type of outcomes they wanted.

More information on these projects and others in Scotland can be found in the PB Projects in Scotland Report.¹⁰

It is estimated that over 175 PB projects have taken place in the UK. Amounts distributed range from £500 to £5m. Examples include a £2.25m Children's Fund allocation in Newcastle, £5m over two years from mainstream budgets in Tower Hamlets and Durham County Council mobilised 14,000 residents. Across the world projects have been much larger including the \$24m a year being allocated in New York and even larger sums in some cases.

¹⁰ See www.communityscot.org.uk/features/participatory-budgeting accessed March 2015

Key issues to consider

The important role of elected members in supporting PB

The role of elected members is crucial in ensuring any new PB process works. There are significant challenges that need to be overcome, and without political support it is less likely PB will bring the hoped for benefits. From experience of many processes across the UK these challenges include:

- **Reconciling our long established model of representative democracy with an open, direct participatory democracy.** PB raises questions over who should have the right to have a say, especially in the minds of long serving elected members or senior officers. The aim is for the representative and participatory ‘strands’ to complement each other. In past experience, elected member’s initial and understandable reluctance to engage with PB has dissipated once understanding of the process deepens.
- **When resources are tight and people are worried about the withdrawal of cherished services there is an obvious concern that vested interests will try to unfairly influence the opening up of decision-making.** There may be questions raised over whether voting processes will be fair. Or how to avoid decision-making events being flooded by people only interested in supporting their friends. A lot has been learnt over how to avoid this situation through using flexible voting mechanisms and appropriate facilitation at meetings. Having visible and engaged elected members at the event can often mean more than a robust system.
- **There are reasonable concerns about ‘up-front’ costs to implement a new PB process.** When money and staff time is short it can seem a daunting challenge to engage new people. It is precisely then that the role of local politicians is crucial in encouraging new ways of working. It’s also important to build on existing engagement and make use of networks and forums that already operate, such as ward panels or neighbourhood partnership boards.

Often it’s as much a case of adding value through seeing the bigger picture and joining up existing work. Also, whilst there may be ‘front-loaded’ costs, in time PB should more than pay for itself through the provision of better-targeted, more responsive services.¹¹

- **Inclusivity and connecting with seldom heard groups** is also cited as a common problem. However experience has shown that PB has significant opportunities in this area. The format of participatory grants as used in Leith is one that appeals to exactly that type of individual or group. Once engaged they can then be drawn into more detailed and strategic conversations.
- **There will always be strategic and sensitive issues not immediately amenable to PB funding.** The statutory protection of young or vulnerable people, highways management, planning policy and education are examples of areas that will always fall within elected members’ core responsibility. There need to be checks and balances within the overall funding strategy to ensure such issues are

¹¹ See <http://pbnetwork.org.uk/does-participatory-budgeting-improve-decentralized-public-service-delivery/> accessed January 2015

addressed sensitively. PB is not about changing those responsibilities.

PB is about trying new approaches, and often works in very varied circumstances. For example when Newcastle City Council involved young people in the design of services for young people.¹²

12 See <http://pbnetwork.org.uk/the-childrens-fund-newcastle/> accessed January 2015

Key messages for elected members

Key messages for elected members when considering PB.

- **PB has been shown to increase trust between residents and elected members and officers.** Relationships that are too often characterised as ‘us and them’ can be re-fashioned through PB.
- **PB addresses our democratic deficit.** PB has been shown to engage new people in democratic deliberation and debate.
- **PB innovates at the front line.** It strengthens partnership working at all levels, so leading to better decision-making and better engagement, whether between Community Planning Partnership members and the local authority, or between ordinary citizens themselves.
- **PB provides support to community development.** It can feed vital sums into local initiatives that might otherwise struggle to get off the ground, and protect frontline services that really matter to local people.
- **PB can help provide confidence in the democratic process.** In a recent Mori poll it was found that people would pay more tax if they could decide where it was spent¹³, countering the assumption by many that people don’t want to participate.
- **Improves budget literacy and fosters awareness.** This helps to bring a shared understanding of the difficulty of budgetary decisions.
- **Provides elected members with high quality information on new ways to go about resource allocation and promote dialogue with and between service providers.**

13 See <http://www.localdemocracy.info/start-the-debate/scottish-public-opinion-survey> accessed January 2015

Actions you can take as an elected member

- Read about PB in action through the resources and case studies available on the PB network website: www.pbnetwork.org.uk
- Talk to senior officers and other elected members about what mainstream budget or up and coming commissioning process might be amenable to even greater public involvement.
- Contact elected members in other areas that have tried PB and ask to visit one of their projects. Seeing PB in action makes it real.
- Start by running a small grants PB process in your area using existing funds, perhaps even your own discretionary funding. **Through its ability to engage people in decision-making PB adds value to small grant programmes already in operation.**
- Aspire to using PB on a larger scale as is already happening in areas across the UK and the rest of the world. Build the confidence of other elected members in your area, enabling the move on to widening engagement in mainstream budgets

From 2015, the Scottish Government is offering support to new PB initiatives across Scotland. You can contact Kathleen Glazik, Policy Officer, Community Empowerment Team, Scottish Government at kathleen.glazik@scotland.gsi.gov.uk or 0131 244 0831 to find out how your area could get involved or learn from this work.

Further support and contacts

Scottish Government and local authority support for PB

Since June 2014 the Scottish Government has been raising awareness of PB and setting the conditions for it to be delivered in a meaningful and sustainable way across Scotland, supported by a PB Working Group. During Autumn 2014 six training events were delivered across Scotland to introduce PB to local authorities. A total of 115 delegates from 26 local authority areas attended the events. Following the success of these events, the Scottish Government is part-funding further in-house PB consultancy support for local authorities, to be delivered by PB Partners during 2015/16 onwards. In response, over 50% of local authorities have signed up for PB activity in their area in one form or another.

More information can be found on the Communities Channel Scotland website which is hosted by the Scottish Community Development Centre and funded by the Scottish Government:

www.communityscot.org.uk/features/participatory-budgeting

More information

For more information contact Kathleen Glazik, Policy Officer, Community Empowerment Team, Scottish Government at kathleen.glazik@scotland.gsi.gov.uk or 0131 244 0831.

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March 2015



The Improvement Service is devoted to improving the efficiency, quality and accountability of public services in Scotland through learning and sharing information and experiences.

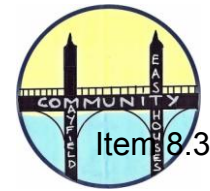
Organisation	1st Vote	Points	2nd Vote	Points	3rd Vote	Points	Points Total	Amount Requested £
Newbattle Handicapped Club	31	310	29	145	32	64	519	1100
Lawfield Parent Council	41	410	28	140	14	28	578	4500
Army Cadets	25	250	18	90	24	48	388	932
Little Seedlings Play Group	29	290	9	45	24	48	383	2216
After School Club	25	250	18	90	8	16	356	2260
St Lukes Parent Council	23	230	19	95	8	16	341	2218
Messy Church	20	200	21	105	14	28	333	470
Easthouses and Mayfield Pensioners	8	80	25	125	32	64	269	750
33rd Midlothian Scouts	12	120	23	115	14	28	263	1846
MAEDT Job Club	19	190	12	60	6	12	262	825
Easthouses Bowling Club	20	200	8	40	5	10	250	1930
Mothers and Toddlers	14	140	10	50	21	42	232	1654
Mayfield PS Parent Council	13	130	7	35	10	20	185	1722
Sure Start Dads Group	11	110	5	25	12	24	159	4018
Recovery Café	10	100	6	30	14	28	158	810
Dads Adventure Play Club	3	30	21	105	9	18	153	2410
MAEDT Homework Club	4	40	17	85	8	16	141	4794
Breastfeeding Support Group	8	80	7	35	11	22	137	696
Lawfield Junior Youth Club	4	40	13	65	16	32	137	3438
Growing Gardeners	7	70	6	30	10	20	120	3225
Retired Miners	2	20	16	80	6	12	112	1300
Saltire Judo	6	60	6	30	9	18	108	3332
Y2K Early Link Service	4	40	7	35	4	8	83	4840
Action Sprots Centre	4	40	1	5	7	14	59	3658
Men's Shed	4	40	2	10	4	8	58	1200
St Bernard Football Club	2	20	3	15	5	10	45	1263
Play therapy Base	0	0	5	25	7	14	39	2016
Connecting Midlothian Socially	0	0	3	15	4	8	23	520
RUTS	0	0	3	15	3	6	21	8924
MAP	0	0	0	0	5	10	10	6411
Gala Day Vouchers	0	0	1	5	2	4	9	2630
Total								£77908





Mayfield and Easthouses

Community Chest



Successful Applicants

Newbattle Handicapped Club - £1,100 (contributing £190 towards a total cost of £1,290) – day trip, theatre trip, meal, games and resources

Lawfield PS Parent Council – £4,500.00

Community Cinema Project

12 Platoon Army Cadets - £931.62 – Upgrade learning room, purchase tables, projector and screed workbooks

Little Seedlings Playgroup - £2,215.94 - *Trip to East Links Farm, Healthy food and eating toys and resources, raised beds, seeds and plants*

Mayfield After School Club - £2,259.75

Various toys, games and resources and 3 summer trip coach hires

St Luke's Parent Council - £2,217.80 - *Waterproof outdoor clothing, Outdoor play equipment (scooters and helmets), Coach for P7 residential*

Messy Church - £470 (contributing £200 towards total cost of £670) – Coach hire and food for two trips.

Easthouses and Mayfield Pensioners - £750 – bus hire for day trip and meal for 30

33rd Midlothian Scouts - £1,856 – Two trips (to meet other groups and badge work), Christmas panto visit.

MAEDT Job Club - £825 – memory sticks, PVG checks, ID cards, CSCS cards

Easthouses Bowling Club - £1930 – Junior bowls, junior club shirts, waterproof clothing, shoes.

Mayfield Mother and Toddlers - £1,653.93 – Two trips, toys and resources

Mayfield and Easthouses

Community Chest

Mayfield PS Parent Council - £1,721.98 – Play pod, fairy lights, bean bags, bubble lamp, fabric sound system. Craft supplies

Midlothian Surestart Family Reachout - £4,018.00

Picnic benches, Garden seats, and BBQ for the Family Reachout Garden

MVA Recovery Cafe - £810 – food, play resources, crèche provision, group resources

Dad's Adventure Play Club - £2,410.00

Hire of room, cost of play worker and resources, refreshments /entertainment

Breastfeeding Support Group* (partial funding) – £339.80 - purchase breast pumps and breast shells.

*With all of these successful applicants, there was just over £300 left from the pot of £30,000. MAEDT Homework Club was the next successful group, but their whole project would cost around £4,500, so there wasn't enough to do any of the work. They have asked that this money be passed to the next applicant on the list - the Breastfeeding Support Group. They had asked for almost £700, but are able to make good use of this reduced amount - so the whole £30,000 has been awarded!

Thank you to everyone who came along and voted on the day



Supporting best practice in community development

Mayfield and Easthouses Participatory Budgeting Event 21st May 2016

Scottish Community Development Centre

PB Scotland

Introduction

On Saturday 21st May 2016, 349 local residents in a disadvantaged area of Midlothian decided how to spend £30,000 on projects supporting people struggling financially. PB Scotland was there to capture the action.



A pensioners group, an army cadet platoon, a play therapy provider and a rural and urban training scheme - these are just four of the 31 diverse projects that applied to the *Mayfield and Easthouses Community Chest*

participatory budgeting initiative which was organised by Midlothian Council and partners

in spring 2016. The event was a huge success with 349 local people turning out to vote, with 17 local projects being successful in their bids to be funded.

Process

Engagement and participation were key from the start, with the event being planned by a steering group formed of council staff, community group representatives and support workers. The group discussed and formulated application criteria and promotional tools including posters, flyers, a social media profile and a slot on the local radio. A local Sure Start dads groups (was tasked with coming up with a name for the project and 'Mayfield and Easthouses Community Chest' was born.

LIST OF APPLICANTS	
NAME OF GROUP (LISTED BY AMOUNT REQUESTED)	AMOUNT REQUESTED
Mayfield Church - Messy Church	470.00
Connecting Midlothian Socially	520.00
Mayfield & Easthouses Breastfeeding Support Group	696.00
Easthouses & Mayfield Pensioners	750.00
Midlothian Voluntary Association - Recovery Cafe	810.00
MAEDT - Job Club	825.00
12 Platoon Army Cadet Force	931.62
Newbattle Handicapped Club	1,100.00
Men's Shed	1,200.00
St Bernard's Football Club	1,263.48
Mayfield & Easthouses Retired Miners	1,300.00
Mayfield Mothers and Toddlers	1,653.93
Mayfield PS Parent Council	1,721.98
33 rd Midlothian Scout Group	1,846.00
Easthouses Bowling Club	1,930.00
Play Therapy Base	2,016.00
Little Seedlings Play Group	2,215.94
St Lukes Parent Council	2,217.80
Mayfield and Easthouses After School Club	2,259.75
Midlothian Surestart - Dads Adventure Play Club	2,410.00
M & E Community Council - Gala Day Vouchers	2,630.00
YZK - Growing Gardeners	3,224.69
Saltire Judo	3,332.00
Lawfield Junior Youth Club	3,437.83
Action Sports Centre / NCHS	3,658.50
Midlothian Surestart - Dads Group	4,018.00
Lawfield PS Parent Council	4,500.00
MAEDT - Homework Club	4,794.00
YZK - Early Link Service	4,840.00
Midlothian Association of Play	6,411.00
Rural Urban Training Scheme	8,923.84

Information sessions were held in two community venues at different times of the day to enable as many people as possible to learn about the process. The sessions provided local groups with further details about the application and the PB process. In addition, the steering group targeted existing groups and ran an awareness raising campaign amongst local residents. Community members were able to receive support from Mayfield and Easthouses Development Trust to form new constituted groups and set up a bank account.

The seeds were sown for a successful event and, come the big day, Mayfield Church Hall was turned into a noisy, colourful throng of activity. Most of the 31 projects had set up stalls containing information, photos and, in some instances, things they had made. Many had encouraged members and friends to come along to support them, while organisers from the Council, with some help of local cadets, attracted passers-by to come inside.

Feedback

PB Scotland spoke to local people who had come along to vote who, in the main, were positive about the event. Anne and Meg (pictured), two retired friends, first heard about the event when a Council employee had visited their knitting club to inform members of what was happening. Both admitted they would be voting for the project they knew best - the Mothers and Toddlers - but they



had also had a chance to go around the room learning about projects they weren't aware of before. They added that the church was a perfect location for PB, given that people were familiar with it as a community venue, regularly hosting a range of activities and events.

Retired couple, David and Jane (pictured left), heard about the event at their local bowling club the previous night, and had also caught wind that something was happening on the local radio station. They

welcomed the simplicity of the PB process, and noted that they weren't used to attending public events normally. Although they were aware of some of the projects, which had helped them to decide to come along, they commented that it was hard to learn about so many projects at once.

The above interviews show that some participants were clearly, and understandably, more comfortable voting for projects they were familiar with. To address this, organisers included a second and third choice in the voting form. Tommy Goldie, Communities Officer at Midlothian Council explained that this encouraged participants to consider other proposals in addition to those they knew already, helping to make the process a fair one. Like others at the event, the PB process had been a real eye opener for Tommy, who told PB Scotland:

"It's been a really different process from what I'm used to as a council officer. I've had to put aside any priorities that I'd make and leave the decision making to the community".

Participating projects also had largely positive views of the PB process. Miriam Leighton from Midlothian Voluntary Action, whose Recovery Café project was bidding for funding, saw the process as another potential source of funding and also, given the high turn-out, a good opportunity to raise awareness of the recently-set-up Recovery Café. Staff from RUTS Build-a-Bike acknowledged that, as an organisation based outside the area, they were less likely to receive so many votes as local projects. However, they recognised the positive side to local people having the chance to vote for locally-led initiatives, and RUTS was also keen to take the opportunity to let more people know about the project.



Results

An impressive 349 local people voted in Mayfield and Easthouses Community Chest. 17 out of the 31 projects who applied to part of the process were successfully funded, with most being delivered by locally-based organisations. The full list of successful projects receiving a share of £30,000, is as follows:

- Newbattle Handicapped Club
- Lawfield Parent Council
- Army Cadets
- Little Seedlings Play Group
- After School Club
- St Lukes Parent Council
- Messy Church
- Easthouses and Mayfield Pensioners
- 33rd Midlothian Scouts
- MAEDT Job Club
- Easthouses Bowling Club
- Mothers and Toddlers
- Mayfield PS Parent Council
- Sure Start Dads Group
- Recovery Cafe
- Dads Adventure Play Club
- Breastfeeding Support Group



Learning

As with other PB events involving voluntary organisations, there was a sense that, although the process isn't perfect, there are many reasons why PB is a better way to decide on the funding of local projects than having council officials making most of the decisions. Mayfield and Easthouses Community Chest allowed for a transparent process and for local people to have more of a say in, and understanding of, how money is spent locally. As many involved reported, it also enabled community members and local projects to find out about each other, with the potential of further partnership and increased membership.

One of the main organisers, Paul Johnson, Communities Officer at Midlothian Council, felt that the large turn-out was mainly due to the heavy promotion and the chance to directly influence how money is spent. Money, for him, is a great hook on which participatory democracy can be grown. The council, he added, has developed stronger relationships with many groups as a result of PB, and groups who haven't been funded will still be supported to find other sources of funding. Moreover, Paul was clear that although nothing has been confirmed so far, the impact of Midlothian's PB will be evaluated to see if it is worth using more widely in the area.

[See more at Mayfield and Easthouses Community Chest Facebook page.](#)

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Communities Futures, PB Allocation Dalkeith/Woodburn 2016

URN	Applicant	Name of Project	Allocation
20791	Pink Ladies 1st	New Equipment; PA system is required to enable the attendees to hear the speakers. Laptops are required by project managers to ensure they can provide a professional service to its members.	£650.00
20853	One Dalkeith	Get Creative; To provide 2 free taster sessions for local people. Publicity costs, sessional staff time to undertake mapping of local creative/cultural practitioners.	£4,686.00
20788	Dalkeith Miners CYP	New Equipment; New goalposts for 4 aside and 7 aside teams.	£2,994.00
20789	5 th Dalkeith Brownies	Sports, Science and Skills Development To introduce new skills and activities for the group new equipment is required; binoculars, den kits, bug kits chemistry sets, badminton sets, archery sets footballs and training cones and rounder sets.	£1,153.00
20801	Bill Russell Woodburn Youth Project	Drop-in The group wish to extend their service throughout the year and require staff costs and new equipment.	£3,000.00
20793	Woodburn Women's Health and Motivation	New equipment The group wish to hold an event for International Women's Day and require costs for therapists, promotion and venue hire.	£500.00
20795	3 rd Dalkeith Guides	Camping Equipment Funding is required for tents and activities in order for them to participate in an annual event. The tents will enable them to take part in other outdoor activities throughout the year.	£1,520.00
20829	Midlothian Association of Play	Out2Play in Thornybank Square The group wish to provide play sessions in Thornybank Square and require staff costs and resources.	£2332.00
20796	Bill Russell Woodburn Youth Project	Being Young in Dalkeith 2016 The group wish to make a new DVD of their lives in Dalkeith. Funding is required for training and staff costs.	£7,064.00
20803	Midlothian Amateur Boxing and Fitness Club	New Equipment The group have moved to new premises and have increased their opening hours and are attracting more members and therefore require new equipment; treadmill, spin bike and hand weights.	£3,603.00
20798	Bill Russell Woodburn Youth Project	Dynamic Youth – the next step The group aim to work with two groups of young people one 10-12 and one 12-16 to assist them achieve their Dynamic Youth and Youth Achievement Awards. To achieve these awards the young people will arrange two events and funding is required to enable them to do this. Staff costs are also required.	£3,624.00
20790	Woodburn Family Fun Day	Woodburn Family Fun Day To ensure that the event continues to grow and provide more activities for the community new equipment is required; Gazebo's, folding tables and chairs, publicity and storage shed.	£970.00
20802	Bill Russell Woodburn Youth Project	The Gate Project Funding is required for the fabrication of iron fencing in the shopping area in Woodburn, together with staff costs. Young people will be involved in the project and gain various skills.	£5,000.00
20800	Bill Russell Woodburn Youth Project	Intergenerational knitting classes Funding is required for staff costs together with resources to provide knitting classes for P5 – S3 school children and their families.	£1,140.00
20794	Horizons	The Woodburn Recovery Drive The group wish to publicise their service in the Woodburn area and require; publicity material, banners and have a mobile coffee shop.	£614.00
20825	Esk Place Tenants Association	New Greenhouse The residents of Esk Place would like a new greenhouse to provide a space where they can grow plants and vegetables. This will give them a place to socialise with other residents and encourage them to get involved in an activity.	£1,150.00

Strategic Development Plan for Edinburgh and South East Scotland (SESplan): Proposed Plan

Report by Ian Johnson, Head of Communities and Economy

1 Purpose of Report

- 1.1 The purpose of this report is to present the proposed Strategic Development Plan (SDP) No. 2 for Edinburgh and South East Scotland (SESplan) and to seek ratification of the Plan.

2 Background

- 2.1 The Strategic Development Planning Authority for Edinburgh and South East Scotland covers six Council areas, City of Edinburgh, East Lothian, Midlothian, West Lothian, the Scottish Borders and the southern half of Fife. SESplan, under the auspices of its Joint Committee (which comprises two Councillors from each member Council) is a partnership of the six member authorities which prepares the strategic vision for the region for the next 20 years. The SDP is the statutory strategic framework with which local development plans as prepared by individual Councils must be in conformity

- 2.2 SESplan SDP No. 1 was approved by Scottish Ministers in June 2013, although a condition of the approval relating to housing provision was not formally signed off until summer 2014. Strategic Development Planning Authorities are required to update their SDPs every five years, making the target date for SESplan No. 2, as June 2018. Due to the extensive statutory preparation period, work on SESplan No. 2 commenced in 2015 with the publication of the Main Issues Report. In accordance with the agreed protocol, under which all constituent Councils are required to approve key stages of the plan preparation process, Members may recall considering the SESplan No. 2 Main Issues Report in draft at its meeting on 23 June 2015, at which it agreed:

- “(a) To ratify the decision of the Strategic Development Planning Authority for Edinburgh and South East Scotland to approve the South East Scotland Strategic Development Plan No. 2: Main Issues Report for publication and public consultation along with its associated documents comprising the Monitoring Statement, the Interim Environmental Report, and the Equalities and Human Rights Impact Assessment; and*
- (b) That further reports be submitted at the remaining key statutory stages in the preparation of the Strategic Development Plan.”*

- 2.3** The next key stage in the preparation of SESplan No. 2 has been reached. Following consideration of all of the representations received in response to the publication of the Main Issues Report, the Joint Committee approved on 20 June 2016 the content of the Proposed Plan for the period 2018 to 2038. If ratified by all member Councils the Plan will be published for a period of representation, prior to formal submission to Scottish Ministers. Due to its size full colour copies of the report have been circulated separately to Members, with a further copy placed in the Members' Library.
- 2.4** The content of the Proposed Plan broadly reflects and continues the approach set out in the Main Issues Report. A key element is the extent of land required for housing development in the period 2018 to 2030. The allocated figure for Midlothian is such that it can be met on sites already in existing and emerging local development plans, thereby not requiring any additional land to be allocated in Midlothian for that period.

3 Report Implications

3.1 Resource

The preparation and publishing of the proposed plan is undertaken within the operating budget of SESplan.

3.2 Risk

If the plan is not ratified by the six member authorities there will be a delay in publishing the plan and without an up-to-date strategic planning policy context, there are risks for the timeous progression of Local Development Plans.

3.3 Single Midlothian Plan and Business Transformation

The development plan process is relevant to the themes of adult health, care and housing, improving opportunities in Midlothian and sustainable growth.

3.4 Key Priorities within the Single Midlothian Plan

The Strategic Development Plan (SDP) provides the spatial land use and development framework for the SESplan area for the next 20 years. It also provides a framework for the preparation and adoption of the Midlothian Local Development Plan (MLDP). Both documents are vital components in ensuring economic growth and business support opportunities across Midlothian, together with meeting housing need and maximising environmental quality.

3.5 Impact on Performance and Outcomes

The plan is prepared in partnership with the five other SESplan partner Councils and once approved forms the basis for the preparation of the second MLDP in due course.

3.6 Adopting a Preventative Approach

The SDP provides strategic guidance and forward planning for investment in future growth and development in the wider city region, including Midlothian, over the period from 2018 to 2038. Together with the MLDP, it will help to inform the future spending priorities of the Council and its community planning partners as well as other public, private and voluntary sector bodies.

3.7 Involving Communities and Other Stakeholders

The SESplan Main Issues Report was the subject of public consultation in line with the SESplan Development Plan Scheme participation scheme. The latest Development Plan Scheme (No. 8) sets out the provisions for further engagement following publication of the proposed SDP.

3.8 Ensuring Equalities

The SDP Main Issues Report and Proposed Plan were the subject of an Equalities and Human Rights Impact Assessment, approved by the SESplan Joint Committee and ratified by the member Councils.

3.9 Supporting Sustainable Development

The SDP is subject to Strategic Environmental Assessment. An interim Environmental Report accompanied the Main Issues Report. An updated report will accompany the proposed plan when published.

3.10 IT Issues

There are no IT issues arising from this report.

4 Summary

- 4.1** Governance arrangements require each of the Strategic Development Planning Authority (SESplan) member Councils to approve the proposed plan, as agreed by the SESplan Joint Committee, prior to the plan being published. Midlothian has been an active partner in the preparation of the plan.

5 Recommendations

- 5.1** Council is recommended to ratify the proposed Strategic Development Plan for Edinburgh and South East Scotland.

Date: 2 August 2016

Report Contact: Peter Arnsdorf, Planning Manager
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Gorebridge Family Learning Centre

Report by Mary Smith, Director, Education, Communities and Economy

1. Purpose of Report

This paper updates Council on the projected cost of setting up a Family Learning Centre in the Gorebridge Beacon following the Council decision in May 2016 to approve the allocation of funding to support the Gorebridge Beacon Project. The report recommends allocating the necessary funds to complete setting up of a Family Learning Centre in Gorebridge identified as one of our priority areas.

2. Background

A report on the Gorebridge Community Development Trust Hub Project was presented to Council on 17 May 2016. The report set out the opportunity presented by the Gorebridge Community Development Trust to set up a Gorebridge Family Learning Centre (GFLC) in the Beacon. The GFLC will be delivered in partnership with Midlothian Sure Start and other key services and will provide 16 places (morning and afternoon) for 2 year old children. Gorebridge is one of the Community Planning Partnership targeted areas and delivering the GFLC aligns with the Early Years Vision set out in the Early Years Update paper to Council on 16 December 2014.

In May 2016 Council:

- *Agreed to allocate £0.125m of Early Years Childcare grant in 2016/17 to fund the additional construction cost of the (Trust) Beacon.*

The report also advised that:

- *At this time any additional spend required to adapt the internal layout and specification of the area, and to meet Care Inspectorate registration standards, has yet to be determined and a further report will be submitted to Council when this has been quantified.*

3. Additional spend required

Following consultation with Council staff and Midlothian Sure Start the architects for the Gorebridge Beacon project have prepared an estimate of the works required and submitted them to the contractor for pricing.

The initial estimate totals £39,500, including a 5% provision for contingencies, plus architect fees of around £2,000. This figure will be subject to some variation as details are finalised.

These works do not include the cost of furniture and play equipment, which is estimated at £25,000 based on the similarly-sized Woodburn Family Learning Centre. The furniture and play equipment for the centre is designed specifically for children, is high quality and made of natural materials with a long lifespan, and is sourced through social enterprises.

It is therefore anticipated that the total additional cost of setting up the Gorebridge Family Learning Centre will be no more than £70,000.

4. Report Implications

4.1 Resource

The additional expenditure for setting up the Gorebridge Family Learning Centre will be funded through the Early Years Childcare grant from Scottish Government.

4.2 Risk

The Gorebridge Community Development Trust Hub Project report set out the support provided by the Council and the steps taken to reduce the risks associated with the Gorebridge Beacon.

The Family Learning Centre model has been successfully established at the Woodburn Family Learning Centre and will be tailored to local needs in Gorebridge to ensure it connects with families and the community.

4.3 Single Midlothian Plan and Business Transformation

Themes addressed in this report:

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

4.4 Key Priorities within the Single Midlothian Plan

Getting it Right for Every Midlothian Child (GIRFEMC) 1: Children in their early years and their families are being supported to be healthy, to learn and to be resilient

GIRFEMC 4: Children and young people are supported to be healthy, happy and reach their potential

GIRFEMC 5: Inequalities in learning outcomes have reduced.

4.5 Impact on Performance and Outcomes

The preventative and early intervention nature the Family Learning approach has an impact, in the short, medium and long term, on outcomes for children and on a wide range of performance measures, for example those measured as part of reducing inequalities in learning outcomes.

4.6 Adopting a Preventative Approach

Family Learning Centres provide multi-agency preventative support to the children and families most in need and ensures Midlothian's children have the best possible start in life.

4.7 Involving Communities and Other Stakeholders

Communities and other stakeholders will be involved in setting up and running the Gorebridge Family Learning Centre.

4.8 Ensuring Equalities

The impact upon equalities groups of not supporting the Beacon was assessed in the May report to Council.

Underpinning the Family Learning Centre model is an ethos of equality, inclusion, social justice and the building of family resilience embedded in shared values and respect.

4.9 Supporting Sustainable Development

The Scottish Government is committed to early years and the GFLC will be funded from the early years and childcare funding allocated to the Council by the Scottish Government.

The Council's Planning Policy & Environment team were shown the Early Years Update report to Council that set out the proposals for the Family Learning approach and centres. They advised that the vision did not constitute a 'plan' or 'programme' under the Environmental Assessment (Scotland) Act, and as such was not subject to any Strategic Environmental Assessment-related requirements of the Act.

4.10 IT Issues

The day to day operation of the GFLC will be carried out by Midlothian Sure Start and as a result there are no IT implications for Digital Services.

5. Recommendations

It is therefore recommended that Council:

- 5.1** Notes the projected additional cost of setting up a Family Learning Centre in the Gorebridge Beacon;
- 5.2** Allocates £70,000 from the Early Years Childcare grant for the additional costs for setting up the centre.

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